

Robert Smith

Gallery Manager

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

SUMMARY

To secure a position with organization that will afford the opportunity to apply professional experience, management skills, and customer service experience in a position that will be challenging, exciting, and rewarding.

SKILLS

Strategic Branding And Marketing Communications, Advertising, Marketing, Direct Sales.

WORK EXPERIENCE

Gallery Manager

ABC Corporation - August 2007 – July 2015

- Managed multiple storage locations.
- Assisted in sales and client relations at fairs .
- Dynamically led all initiatives to effectively manage small holistic spa while organizing and coordinating health-related classes, services.
- Sold high end Asian artwork and furniture, often conducting transactions overseas and coordinating payment and shipping.
- Implemented 6-12 art shows a year, varying in subject matter and artists involved.
- Oversaw the process included outlining policies and expectations of the artwork, time for delivery and pick up, payment of artwork and jury fees, and curator of the choose pieces for show.
- Assisted with the daily tasks of opening the gallery and ensuring a welcoming environment for artists and clients to enjoy while there.

Gallery Manager

Delta Corporation - 2002 – 2007

- Placed orders with vendors for art supplies, gallery furnishing, and office supplies and checked in all orders to ensure completion.
- Customer service via phone and in person was a large part of tasks, helping take custom art orders, scheduling pickup, and maintaining the gallery calendar constituted of the main administration tasks.
- Creative tasks included helping with marketing material, digital marketing, display setup, and curation of gallery shows.
- Managed daily office operations and coordination of gallery and art publishing house Served as artist and artist representative liaison Responsible .
- Managed fine art gallery, edited photos for various magazine covers, archived and retouched tens of thousands of historical photographs, edited .
- Directly supported all facets of this intense, highly professional gallery environment, consisting of 12 full-time employees and a multi-million .
- Assisted in research, writing, and editing all gallery marketing pieces, as well as all in-house exhibition catalogues.

EDUCATION

High School Diploma - (Alleghany High School - Covington, VA)