

Sarah Chenoweth Davis

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Education

- MFA, 2014, Applied Craft + Design, Oregon College of Art and Craft/Pacific Northwest College of Art, Portland, Oregon
- BA, 1999, Biology, Studio Art Minor, College of Wooster, Ohio

Work Experience

- 2013 **Curatorial Intern, Museum of Contemporary Craft, Portland, OR**
Provided research, planning, and logistical support for current and upcoming exhibitions and supplemental programming; planned visiting artist workshop; facilitated collaborative projects between artists and local businesses
- 2010-2012 **Ceramics Technician, Mt. Hood Community College, Gresham, OR**
Managed daily operations and maintenance of ceramics studio serving 120 students per quarter, managed work study employees, mentored and tutored students, managed material inventory, performed routine equipment maintenance, coordinated special events, directed and executed special projects (such as major kiln repairs)
- 2007-2010 **Program Assistant, Mt. Hood Community College LSC (tutoring center), Gresham, OR**
Facilitated operation of tutoring center serving about 1200 students per quarter; initiated contact and consulted students, recommend services, and followed-up to ensure best possible service; served as departmental point of contact for all students, staff, and general public; provided administrative assistance to Director and all departmental staff (upwards of 60); created and managed tutoring schedules; processed timesheets and tracked payroll; ensured accurate and timely collection of program usage data; generated quarterly reports; provided logistical and planning support for staff training, meetings, and events; tracked departmental purchasing and ordered supplies; analyzed program usage data to assist in the development of policies and procedures; hired, trained, and monitored work study reception staff; created a standard operating procedures manual for reception staff. Hired as Office Assistant (2/07-8/07)
- 2004-2005 **Veterinary Assistant, Columbia Gorge Veterinary Clinic, Hood River, OR**
Provided reception and customer service; managed doctor's daily schedule; scheduled boarding, exam, and surgical appointments; maintained customer database; processed billing transactions; fielded phone inquiries; recommended services or products; conducted preliminary interviews before doctor's exam. Conducted in-house lab tests; processed x-rays; assisted in surgery; cared

for boarding and post-surgical patients; dispensed prescriptions; and maintained inventory of clinic pharmaceuticals, supplies, and retail products.

2003-2007

Manager, Gorge Dog, Hood River, OR

Independently responsible for daily operations of specialty dog boutique: generated sales, processed returns and exchanges, resolved customer problems and complaints, provided product advice and information, compiled and placed regular and special orders with vendors, conducted annual product inventory, trained and supervised new sales staff, created merchandising displays.

Other Professional Experience

2007-present	Ceramist/Sole Proprietor, Sarah Chenoweth Davis Ceramics, Portland, OR
2012	President, Oregon Potters Association
2009-2012	Credit Sales Treasurer, Oregon Potters Association Ceramic Showcase
2009-2011	Board of Directors Secretary, Oregon Potters Association
2011	Visiting Artist, George Fox University
2010	Visiting Artist, Marysville Elementary SUN Program, Portland, Oregon Visiting Artist, Lakeridge High School Advanced Ceramics/3-D Art Student Retreat
2008	Workshop Instructor, Mt. Hood Community College Ceramics Club, Gresham, Oregon Board Member at Large, Oregon Potters Association Curatorial Assistant, <i>Painting with Fire</i> , Lake Oswego Festival of the Arts

Other Skills and Experience

- Proficient in PC and Mac computer systems
- Intermediate to advanced skills in Microsoft Word, Excel, Outlook, Power Point, and Publisher; experience with FileMaker Pro.
- Proficient in Adobe Photoshop, Illustrator, and Acrobat; experience with InDesign
- Extremely comfortable learning new systems and software, particularly on-the-job