

# TERESA GEARY

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## PROFESSIONAL EXPERIENCE

### **Recession Clothing**

Fashion clothing company

Portland, OR

June 2010-Feb. 2011

#### *Office Manager and Lead Manufacturer*

Monitored and updated internet sites including Etsy, Facebook, and the Recession website; wrote press releases and drafted product copy; filled and shipped all orders; updated memberships using Filemaker Pro; participated in all stages of clothing production, including cutting, printing, and sewing; assisted at sales events and trade shows

### **Headlands Center for the Arts**

Artistic residency program

Sausalito, CA

March-June 2010

#### *Program Intern*

Assisted with programmatic duties such as: drafting correspondence to jurors and committee members; monitoring and updating social media sites such as Facebook, Flickr, and Delicious; updating membership information and event attendance on FileMaker Pro; sending out large group mailings to donors and members; preparing artists' applications for panel review

### **Yerba Buena Center for the Arts**

Non-profit contemporary arts complex

San Francisco, CA

Dec. 2007-Mar. 2010

#### *House Manager*

Attended to and directed event clients (including Lines Ballet, Apple, and Rachel Maddow) and their staff; answered visitors' questions while guiding them through the facility; supervised volunteer ushers; facilitated event set-up and strike

### **Rock Paper Scissors Collective**

Volunteer-run art collective/gallery

Oakland, CA

Oct. 2008-July 2009

#### *Office Manager*

Performed financial and administrative duties, including: communicating with and paying over one hundred teachers and consignors, tracking and recording all financial transactions in Quickbooks, coordinating and facilitating member meetings, depositing money weekly at bank

### **Lobot Gallery**

Non-profit gallery of emerging art

Oakland, CA

Oct. 2008-June 2009

#### *Young Artists in Residence Coordinator*

Performed outreach and organizational duties including: screening program applicants, shipping artwork, helping applicants with travel arrangements, advertising residency on various websites, and promoting the end-of-residency show

**Intersection for the Arts**

Multi-disciplinary non-profit arts organization

San Francisco, CA

Sept. 2007-Mar.2008

*Literary Intern*

Assisted with administrative, outreach, and artistic duties including: curating literature selections for the Independent Press Spotlight Series; conducting outreach for the Independent Press Spotlight Series and other events; compiling and organizing information about local writing workshops and group; creating lesson plans and doing outreach to involve students in the Storytelling Project

**Habitat ReStore**

Retail store run by Habitat for Humanity

New Orleans, LA

Jan.-May 2007

*Assistant Manager*

Completed daily administrative and customer service tasks including: communicating with the Habitat for Humanity main office, other non-profits, and donors; recording finances; coordinating material drop-offs; developing new programs and supervising the volunteer program; creating and maintaining a donation database, an event calendar, and weekly schedules; providing customer service

**SKILLS**

- Experienced with Microsoft Office, Quickbooks, FileMaker Pro, and Internet search engines and databases
- Proficient with Photoshop, InDesign, PowerPoint
- Comfortable on both Macs and PCs
- Experienced at silkscreening and letterpress printmaking
- CBEST certified substitute teacher
- Basic Spanish

**EDUCATION**

Mary Washington College, B.A. in English with a focus in Journalism  
Fredericksburg, VA, May 2004

American Institute for Foreign Study  
London, England, January 2003-May 2003