

## SAMPLE ARTS ADMINISTRATION RESUME

### Kenya Rios

PO Box 12345 • Stanford, CA 94309 • 650.123.4567 • student@stanford.edu

#### EDUCATION:

**Stanford University**—Stanford, CA 9/XX-present  
B.A. in American Studies with Mass Media & Consumer Culture focus, expected 6/XX - GPA: 3.7

**Stanford Bing Overseas Study Program**—Paris, France 9/XX-12/XX  
Language, literature and theater/cinema courses taken

#### RELATED EXPERIENCE:

**Stanford Concert Network**—Stanford, CA—*Chief of Staff / Publicity Manager* 4/XX-present

- Liaison between Executive Board and general staff
- Lead meetings and planning of concert events
- Manage print and media relations, marketing and external promotions

**Inphanyte Records**—Stanford, CA—*Executive Cabinet Member and Recording Artist* 11/XX-present

- Coordinate campus events to promote records and artists
- Write lyrics and work in studio recording and editing

**Culture Pub** (French television syndicated series)—Paris, France—*Research Intern* 10/XX-12/XX

- Devised new system to catalogue and retrieve film stock
- Performed internet and archive research for upcoming specials

**Fender Center for the Performing Arts**—Corona, CA—*Programs Development Intern* 6/XX-8/XX

- Selected to be Arts for Youth Fellow by Stanford's Haas Center for Public Service
- Implemented three month marketing plan resulting in increase of center recognition and concert attendance
- Developed and designed music camp program for summer 20XX
- Produced and directed promotional video as part of Capital Expansion Campaign

**Student Organizing Committee for the Arts**—Stanford, CA—*Selection Team Member* 1/XX-4/XX

- Chose artists and track listings for Stanford Soundtrack, Vol. 3 and developed record image

**Stanford Student Enterprises**—Stanford, CA—*Account Executive, Advertising* 6/XX-9/XX

- Met and frequently exceeded weekly sales goals; twice chosen as employee of the term
- Designed several advertisements for clients and managed the accounts
- Identified leads and used persuasive communication skills to generate advertising prospects

#### OTHER LEADERSHIP EXPERIENCE AND ACTIVITIES:

**Vice President / Philanthropy Chair**—Kappa Kappa Gamma Sorority, Stanford University

**Production Intern**—Stanford Film Society short film: "Sold America"

**Course Instructor**—Modern French Cinema, Stanford University

**Peer Academic Advisor**—Stanford University

**Volunteer Dance Instructor**—Bay Area Boys and Girls Club

**Writer**—contribute to *Womenspeak* and *Black Arts Quarterly* publications, Stanford University

#### SKILLS:

**Technical:** Drupal web design, Photoshop, Illustrator, and InDesign

**Language:** Proficient in French