

Professional Summary

Results-driven Arts Professional with 10+ years of experience in Inventory Management, Customer Service, and Team Building. Proven track record of driving process improvements and leading high-performing teams. Currently holding a senior role at Inazuma.co, leveraging expertise to drive business growth and excellence.

Professional Experience

Senior Arts Director (AR09)

Inazuma.co | January 2018 - Present

Arts Manager (AR07)

Kaleidoscope Inc. | June 2015 - December 2017

Key Achievements:

- Developed and executed a customer service strategy, resulting in a 25% increase in customer satisfaction ratings.
- Successfully managed a team of 8, fostering a collaborative environment that led to a 20% increase in team productivity.

Responsibilities:

- Inventory management for art supplies and materials.
- Team building and leadership.

Arts Coordinator (AR05)

ArtHive Studio | March 2012 - May 2015

Key Achievements:

- Implemented an inventory management system, reducing stock discrepancies by 40%.
- Collaborated with the marketing team to launch a social media campaign, increasing followers by 50% in 6 months.

Responsibilities:

- Assisted in customer service and relations.
- Supported team projects and events.

Arts Assistant (AR03)

The Artisan's Nook | September 2009 - February 2012

Key Achievements:

- Assisted in the development of a new product line, contributing to a 15% increase in sales.
- Provided excellent customer service, consistently receiving positive feedback.

Responsibilities:

- Basic inventory management tasks.
- Supporting the arts team in various projects.

Education

Master of Fine Arts (MFA)

University of California, Los Angeles (UCLA)

Relevant Coursework:

- Art History
- Studio Art
- Art Management

Technical Skills

Inventory Management:

- Inventory software (e.g., TradeGecko, Zoho Inventory)
- Stock control and optimization

Customer Service:

- Customer relationship management (CRM) software (e.g., Salesforce)
- Conflict resolution and negotiation

Team Building:

- Leadership and team management
- Communication and interpersonal skills