

Professional Summary

Results-driven Arts Professional with 15+ years of experience in driving growth, stability, and learning in dynamic environments. Proven track record of leveraging Microsoft Office expertise to enhance operational efficiency and team collaboration.

Professional Experience

Director of Arts Development (AR10)

Inazuma.co | January 2018 - Present

Senior Arts Coordinator (AR7)

Kaleidoscope Arts Inc. | June 2015 - December 2017

Key Achievements:

- Developed and implemented a Microsoft Excel-based project management tool, reducing project timelines by 30%.
- Collaborated with the marketing team to design engaging PowerPoint presentations, resulting in a 25% increase in event attendance.

Responsibilities:

- Coordinated logistics for large-scale art exhibitions
- Managed a team of junior coordinators, providing mentorship and guidance

Arts Coordinator (AR5)

The Artisan's Guild | March 2012 - May 2015

Key Achievements:

- Created a comprehensive Microsoft Office training program, enhancing team productivity by 20%.
- Assisted in the development of a new arts program, resulting in a 15% increase in community engagement.

Responsibilities:

- Provided administrative support to the arts team
- Coordinated with local artists for exhibition collaborations

Junior Arts Assistant (AR3)

Emerald City Arts | January 2010 - February 2012

Key Achievements:

- Utilized PowerPoint to design engaging promotional materials, contributing to a 10% increase in event attendance.
- Assisted in the development of a new volunteer program, resulting in a 20% increase in volunteer engagement.

Responsibilities:

- Provided general administrative support
- Assisted with event setup and coordination

Education

Master of Fine Arts (MFA)

University of California, Los Angeles (UCLA)

Relevant Coursework:

- Art Administration
- Arts Marketing
- Non-Profit Management

Technical Skills

Productivity Software:

- Microsoft Office
- Microsoft Excel
- PowerPoint

Operating Systems:

- Windows
- macOS

Collaboration Tools:

- Slack
- Trello