

## Professional Summary

Results-driven Arts professional with 10+ years of experience in leveraging creative expertise to drive business growth. Proven track record of successfully leading cross-functional teams and implementing innovative solutions. Skilled in Microsoft Office, with expertise in Excel and Word.

## Professional Experience

### Senior Arts Director (AR09)

Inazuma.co | January 2018 - Present

### Arts Program Manager (AR07)

Kaleidoscope Arts Inc. | June 2015 - December 2017

#### **Key Achievements:**

- Increased program engagement by 30% through targeted marketing campaigns
- Developed and managed a \$500,000 annual budget for arts initiatives

#### **Responsibilities:**

- Managed a team of 8 in the development and execution of arts programs
- Coordinated with external partners to secure funding and resources

### Arts Coordinator (AR05)

Spectrum Arts Studio | March 2012 - May 2015

#### **Key Achievements:**

- Improved event execution efficiency by 25% through process streamlining
- Enhanced community outreach through the development of social media campaigns

#### **Responsibilities:**

- Assisted in the planning and execution of arts events and exhibitions
- Maintained relationships with local arts organizations and stakeholders

### Arts Assistant (AR03)

ArtWave Gallery | September 2009 - February 2012

#### **Key Achievements:**

- Contributed to a 20% increase in gallery sales through effective customer service

- Assisted in the curation of 5 successful exhibitions

**Responsibilities:**

- Provided support in the day-to-day operations of the gallery
- Coordinated with artists and vendors for exhibition setup

## Education

**Master of Fine Arts (MFA)**

University of California, Los Angeles (UCLA) | June 2009

**Relevant Coursework:**

- Arts Management
- Marketing for the Arts
- Non-Profit Administration

## Technical Skills

**Productivity Software:**

- Microsoft Office
- Microsoft Excel
- Microsoft Word

**Additional Skills:**

- Project Management
- Team Leadership
- Budgeting and Financial Management