

GREGORY L. DIXON, JR.

255 Eastern Parkway, Apt. #E-3, Brooklyn, NY 11238

gman91792@gmail.com Mobile: (718) 801-1582

DELAWARE STATE UNIVERSITY ALUMNI, Dover, DE
BACHELORS IN STUDIO ARTS - GPA 3.0

To Whom It May Concern:

Thank you for considering me as a candidate for the position in your organization. As my resume indicates, hopefully you will find that my experience, talent, and leadership are attributes that your organization is seeking in an individual. Please know I'm an aspiring studio arts graduate who has maintained a 3.0 GPA at Delaware State University. I take pride in my work; both jobs and school work in making sure that it's completed accurately and on time.

If selected as a potential candidate for this position, I'm confident my assistant style, knowledge and commitment would compliment the high expectations of your organization well into the future.

If additional information is required, I may be reached through the above address and telephone numbers.

Thank you for your time and consideration. I look forward to working with you.

Sincerely,

Gregory L. Dixon, Jr.

GREGORY L. DIXON, JR.

255 Eastern Parkway, Apt. #E-3, Brooklyn, NY 11238

gman91792@gmail.com Mobile: (718) 801-1582

DELAWARE STATE UNIVERSITY ALUMNI, Dover, DE **BACHELORS IN STUDIO ARTS - GPA 3.0**

PROFESSIONAL EXPERIENCE

Delaware State University, Dover DE **Studio Art Intern**

Aug. 2010 – May 2014

- Ceramics: Casts, coil form, animal, fruit, and pot sculptures.
- Oil, acrylic, and water color painting projects
- 3-D design: Wood sculptures, functional and de-functional design, ceramic tile design
- Printmaking: screen printing, etching, woodcuts, linocuts, monoprint
- Graphic Design: Photoshop CS6, Illustrator CS6, Picasa (logo designing, branding and re-branding, product design, package design, magazine design and re-design)
- Drawing: Anatomy series, fruit series, live model drawing (clothed and nude), perspective series, fabric series, life drawing, etc.
- Photography: photo touch-up, event photography, portraits.
- DSU Gallery assistance, production, and maintenance

Toys R Us, Dover DE **Stock Room**

June 2013 – Dec. 2013

- Shelving store items
- Counting incoming stock items and keeping record
- Maintaining and cleaning storage areas according to regulations
- Extra assistance on the floor with retail employees

Skyline Connections Inc., New York, NY **Telemarketer**

June 2010 – Aug. 2011

- Conduct client or market surveys in order to obtain information about potential customers.
- Contact businesses or individuals by telephone in order to solicit sales for goods or services.
- Explain products or services and prices and answer questions from customers.
- Answer telephone calls from potential customers who have been solicited through advertisements.
- Record names, addresses, purchases, and reactions of prospects contacted.
- Delivered & prepared sales talks, reading from scripts that describe products or services, in order to persuade potential customers to purchase technology products, software and or services.

Sony Columbia Records, New York, NY **Intern – (Summer Internship)**

July 2008 – Aug. 2008

- Answering phones on a switchboard.
- Faxing important documents.
- Weekly reporting on artist billboard stats and submitting report to the Assistant Manager.
- Attended weekly staff meetings with Directors and artist.
- Greeted artist, artist relations executives and guest with exceptional customer service.
- Assisted with various departments with errands when needed.

St. Teresa of Avila Church, Brooklyn, NY **Office Assistant/Maintenance Cleaner**

July 2007 – Aug. 2007

July 2007 – Aug. 2007

- Responsible for keeping classrooms clean and orderly at the private school Jessuit Prep attached to the church.
- Performed a range of cleaning duties to maintain a clean and sanitized environment throughout the school and church.
- Responsible for painting classrooms and outside fences in the school yard and in the church yard.
- Greeted parishioners with exceptional customer service.

- Assisted the pastor and brothers with multiple clerical duties; moving and lifting boxes, and keeping the sacristy organized.
- Administrative duties consisted of answering phones, faxing important documents and making copies of weekly bulletins.

GREGORY L. DIXON, JR.

255 Eastern Parkway, Apt. #E-3, Brooklyn, NY 11238

gman91792@gmail.com Mobile: (718) 801-1582

DELAWARE STATE UNIVERSITY ALUMNI, Dover, DE

BACHELORS IN STUDIO ARTS - GPA 3.0

COMPUTER SKILLS

- Windows 7 - Microsoft Word, Excel, PowerPoint, Access, Photoshop, Illustrator, Picasa, 2D & 3D Design, Mixcraft
- Internet Savvy/Literate

EDUCATION/COMMUNITY SERVICE

- | | |
|---|------------------------|
| • Delaware State University, Dover, DE (B.A., Studio Arts) | May 2014 |
| • Brooklyn Community Arts and Media HS (BCAM), Brooklyn, NY (Regent Diploma) | June 2010 |
| • BCAM Summer Advance Graphic Arts Program, Brooklyn, NY (Certificate) | July 2007 – Aug. 2007 |
| • Cooper Union Graphic Art Program (NYU), New York, NY (Certificate) | Jan. 2008 – May 2009 |
| • Altar Server, St. Teresa of Avila Church, Brooklyn, NY (Certificate) | Sept. 2004 – Aug. 2008 |
| • Volunteer for the Prospect Park Alliance, Brooklyn, NY (Certificate) | May 2009 |
| • Washington School of World Studies, Europe Trip (Certificate & HS History Credit) | July 2009 – Aug. 2009 |

HOBBIES/EXTRA CURRICULAR ACTIVITY

- Athletic Sports, Music Producing, Playing the Piano and Guitar, Photography, Computer Graphics, Reading and Cooking
- Traveled to Europe (Italy, France and England) with the People to People Program as a Student Ambassador for America.
July 2009 – August 2009

GREGORY L. DIXON, JR.

255 Eastern Parkway, Apt. #E-3, Brooklyn, NY 11238

gman91792@gmail.com

Mobile: (718) 801-

1582

DELAWARE STATE UNIVERSITY ALUMNI, Dover, DE
BACHELORS IN STUDIO ARTS - GPA 3.0

REFERENCES

Please use the following references to verify my credentials:

1. Rev. Anthony Bature
Parochial Vicar
St. Teresa of Avila Roman Catholic Church
563 Sterling Place
Brooklyn, NY 11238
718-622-6500
2. Ms. Christy Herbs
Advance Graphic Arts / Advisory Teacher
Brooklyn Community Arts and Media High School
300 Willoughby Avenue, 3rd Floor
Brooklyn, NY 11205
718-230-5748
3. Mr. James O'Brien
Principal
Brooklyn Community Arts and Media High School
300 Willoughby Avenue, 3rd Floor
Brooklyn, NY 11205
718-230-5748
4. Ms. Kiyama Brown
Assistant Manager
Digital Marketing Department
SONY Columbia Records
550 Madison Avenue
New York, NY 10022
212-833-5929
5. Skyline Connections Inc.
242 W. 36th Street, 5th Floor
New York, NY 10018
212-947-3897

info@skylineconnections.com

6. Dr. Donald Becker, Chairman of Dept. of Arts
College Advisor
Delaware State University
302-857-6680
dbecker@desu.edu