

David M. Stanley Jr.

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Freeman's Auctioneers and Appraisers, Exhibition Assistant. (March 2015-Present)

- Create a warm and welcoming environment for clients.
- Answer inquiries from clients regarding works of art.
- Utilize communication skills to ensure that clients purchase art during sales.
- Contact specialists at the request of clients.
- Record bids during sales using a computer.
- Maintain correspondence with consigners, artists and fine art experts.

New Penn Financial, Mortgage Consultant. (September 2017-March 2018)

- Licensed loan originator in MA, PA, CA and GA.
- Proficient knowledge of federal guidelines for FHA, VA and Conventional loans.
- Strong communication skills and adept at establishing rapport with borrowers and explaining the benefits of a loan.
- Winner of the warm transfer competition during training.
- Excels at taking complete applications and structuring a loan that best suits the needs of each borrower.

Barbara Wallace Corporate Art Consultants and Appraisers, Executive Assistant. (July 2013-January 2015)

- Maintain correspondence with Ms. Wallace's clients.
- Execute research for objects from a private collection that has been sold to the Smithsonian Institution to be included in the new African-American Museum.
- Responsible for maintaining an Excel spreadsheet with information about each object.
- Assist Ms. Wallace while she appraises the private art collections of her clients. This includes measuring and photographing each object, recording the damage of each object (if any), carefully placing costumes into boxes while covering them in protective paper, carefully placing film reels into protective boxes.

Education:

The Pennsylvania State University. (2003-2007)

- B.A. in Art History.

The University of Massachusetts-Amherst. (2008-2011)

- M.A. in Art History.

Penn LPS Coding Bootcamp. (2019-2020)

- Certificate in Computer Programming.

Skills:

- Proficient in HTML, CSS, Bootstrap, Javascript, JQuery, Ajax, Moment.JS and Node.Js.
- Proficient in debugging methods to ensure code works properly.
- Able to ensure that all live webpages are mobile responsive.