# John Oakley

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## Work Experience

### Creative Arts Center of Dallas          2018 – Current

*Communications Manager*

- Duties included creating and designing all content for print & digital, maintaining organization's website & social media channels, communicating with educators & students, & administrative tasks as needed.
- Created much needed design standards in order to foster a consistent and relatable visual language for prospective & established students.
- Developed & created new website and back end via digital platforms Squarespace & Shopify, including light code alterations.
- Curated art shows, developed programming, & assisted in event production for one-off necessary items.

### Craighead Green Gallery          2016 – 2018

*Gallery Assistant*

- Duties included keeping gallery space clean and organized, writing press releases, selling artwork, assisting in keeping differing records, and working with artists.
- Learned and kept current inventory using software Masterpiece. Responsible for major inventory overhaul processes.
- Responsible for generating all graphic necessities. Created, organized, and designed current gallery website.
- Worked with varying clients to build relationships that resulted in a purchase, many of which would return.

## Volunteer Experience

### Emergency Artists' Support League (EASL)     2017 – Current

*Board Member*

EASL is a nonprofit organization with a volunteer board dedicated to fiscally assisting DFW Artists in emergency crises.

Duties include attending monthly meetings, reviewing and approving applicant requests, assisting in event organizations, and designing visuals for events.

### Art Skool          2015 – 2019

*Co-Founder & Lecturer*

Art Skool is a nonprofit summer lecture series located in Dallas whose purpose is to discuss modern and contemporary art with the general public.

Duties include preparing and giving lectures to the public, planning and organizing with different organizations, and creating video and graphic content.

## Education

### SMU Coding Bootcamp          2022

Certificate Achieved in Full Stack Web Development

**Ouachita Baptist University**                                        **2008 – 2012**

Bachelor of Arts in Studio Art

Minor in English Literature

## Skills

Long history of design work including contract work. Confident with Adobe Suite programs Illustrator, Photoshop, & InDesign. Some experience with Premiere. Samples can be supplied upon request.

Proficient in coding and applying multiple web development technologies such as HMTL/CSS, JavaScript, React.js, MySQL, MongoDB, & Express.js.

Personally planned, developed, and executed marketing strategies around multiple events and a variety of programming for digital and print platforms resulting in higher engagement and a more meaningful, consistent experience from those engaged. The items produced for such included video, print, & digital.

Quick learning ability especially in regards to computers, electronics, and associated technology. Experience with both Macintosh and Windows Operating Systems.

Extensive experience in the museum and gallery setting. Efforts include creating and installing artworks, public speaking, creating design content, volunteering, and organizing.

Highly motived and self-guided. Experiences on both team and solo based employment.

Efficient with Microsoft Office computer programs such as Word, Excel, and Outlook.

## References

References can be supplied upon request.