

ROBERT SMITH

Art Assistant

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Accomplished and energetic Manager with a solid history of achievement in Managing. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include leadership, professional behavior and the want for perfection.

SKILLS

Adobe Creative Suite, Microsoft Office, Photography.

WORK EXPERIENCE

Art Assistant

Cayuga Community College - March 2016 – 2020

- Developed materials targeted to specific audiences, ensuring they are well written.
- Provided direction and guidance to course attendees.
- Explained and demonstrated artistic techniques.
- Displayed students work in schools, galleries, and exhibitions.
- Maintained regularly scheduled office hours to advise and assisted students.
- Supervised students in classrooms, Instructed and monitored students in the use and care of equipment and materials to prevent injuries and damage.
- Maintained computers in classrooms and assist students with hardware and software use.

Art Assistant

Delta Corporation - 2012 – 2016

- Assisted in teaching students grades K-8th the basic fundamentals of art.
- Assisted teachers during their prep periods.
- Responsible for semester grades.
- Created the layout for an original graphic publication.
- Designed print/web graphics as well as marketing materials.
- Assisted the art director in setting up each set and handled props (20 minutes | Red Epic) Director Landon Brands.
- Created marketing materials - flyers, signage, posters and brochures.

SCHOLASTICS

- Associate of Arts in Studio Art and Design - 2014(Cayuga Community College - Fulton, NY)