



MIA TAYLOR

Gallery Assistant

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Photography Skills



Public Speaking



Research Skills



Art Conservation



Visual Merchandising



📌 INTERESTS

★ Surfing

🌐 Martial Arts

👤 Community Service

👥 Blogging

👊 STRENGTHS

⌚ Patience

🏔️ Perseverance

📅 Planning

⚙️ Positivity

🗣️ LANGUAGES



English



Italian



Japanese

🏆 ACHIEVEMENTS

★ Increased visitor engagement by 30% through innovative programming.

★ Successfully coordinated over 15 exhibitions, enhancing community involvement.

👤 PROFESSIONAL SUMMARY

Dedicated gallery assistant with seven years of experience in enhancing visitor experiences and curating exhibitions. Skilled in artist relations, event coordination, and community engagement, I excel at creating inclusive environments that celebrate the arts. My commitment to promoting cultural initiatives ensures every visitor leaves with a memorable experience.

💼 WORK EXPERIENCE

Gallery Assistant

📅 Feb / 2021–Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Selected and installed artwork for gallery shows, ensuring optimal presentation and visitor engagement.
2. Accurately measured and displayed 2D and 3D works while adjusting lighting for maximum impact.
3. Curated exhibitions featuring local artists, promoting their work throughout the NDSU campus.
4. Assisted in organizing gallery events, managing lighting, sound, and catering to create memorable experiences.
5. Performed maintenance on gallery facilities, including wall repair and painting, to ensure a polished appearance.
6. Developed and implemented marketing strategies for the Memorial Union Gallery, increasing visibility and attendance.
7. Completed administrative forms and documentation in compliance with gallery procedures.

Gallery Assistant

📅 Feb / 2018–Feb / 2021

Silver Lake Enterprises

📍 Seattle, WA

1. Assisted gallery leadership with administrative tasks and event coordination.
2. Provided information and directions to visitors, enhancing their experience.
3. Coordinated public and private gallery events, ensuring smooth operations.
4. Created and edited marketing materials to promote exhibitions and events.
5. Handled inquiries regarding upcoming events, improving communication with the public.

🎓 EDUCATION

Bachelor of Arts in Art History

📅 Feb / 2015–Feb / 2018

University of New York

📍 Denver, CO

Focused on contemporary art and gallery management.