



# OLIVIA SMITH

Art Gallery Assistant

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

## PROFESSIONAL SUMMARY

With five years of experience in art gallery operations, I specialize in enhancing visitor engagement and managing exhibit logistics. My expertise includes art handling, inventory oversight, and exceptional customer service. I am passionate about fostering art appreciation and ensuring a secure environment for both artworks and visitors. I aim to contribute positively to a vibrant gallery atmosphere.

## WORK EXPERIENCE

### Art Gallery Assistant

📅 Jun / 2022-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Welcomed and assisted visitors, providing detailed information on artworks and exhibitions.
2. Designed dynamic art displays that highlighted key pieces, enhancing visitor experience.
3. Maintained and organized inventory, ensuring accurate records of artworks on display.
4. Processed online orders efficiently, meeting customer expectations for timely delivery.
5. Coordinated with artists for commission opportunities, fostering a supportive artistic community.
6. Led volunteer teams in conducting gallery tours, improving educational outreach.
7. Managed the logistics for special events, enhancing gallery visibility and engagement.

### Gallery Attendant

📅 Jun / 2020-Jun / 2022

Crescent Moon Design

📍 Portland, OR

1. Provided informative tours that enriched visitors' understanding of exhibits and artists.
2. Ensured adherence to gallery guidelines while delivering exceptional customer service.
3. Educated patrons about current exhibitions, enhancing their overall museum experience.
4. Developed visitor profiles to streamline guest services and operational efficiency.

## EDUCATION

### Bachelor of Arts in Art History

📅 Jun / 2018-Jun / 2020

University of California

📍 Toronto, ON

Studied various art movements and their cultural impacts, focusing on gallery practices.

## SKILLS

### Data Entry Skills



### Exhibit Design



### Networking Skills



### Marketing Knowledge



### Creative Thinking



## INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

## STRENGTHS

🔍 Criticality

📋 Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

## LANGUAGES



English



Italian



Mandarin

## ACHIEVEMENTS

🌟 Increased visitor satisfaction by 30% through enhanced customer service training.

🌟 Successfully organized and executed 10+ art exhibitions, improving gallery attendance.