Gallery Intern

ROBERT SMITH

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Objective

Extremely self-motivated results-driven, and adaptable artist with the ability to interpret undeveloped concepts and ideas into complete visual experiences. Excellent communication and organizational skills.

Skills

Microsoft Office, Adobe Photoshop, Adobe Flash, Adobe DreamWeaver, Adobe Illustrator, Adobe AfterEffects.

Work Experience

Gallery Intern

ABC Corporation - September 2013 – December 2013

- Provided information about the current exhibitions, the gallery, and other general inquiries over the telephone and in person.
- Supported the gallery by planning and attending opening receptions and other events.
- Maintained overall gallery appearance.
- Interacted with gallery visitors and helped them understand and appreciate the artwork.
- Oversaw the entire store and staff to ensure that excellent customer service is being provided at all times.
- Completed daily orders and inventory to accurately track product use and decrease loss.
- Responsible for all cash handling procedures including opening and closing registers, daily deposits, and tracking sales.

Gallery Intern

Delta Corporation - 2009 – 2013

- Counted the artwork that was stored in the gallery and organized it according to artists Communicated with the artists for specifics on their artwork .
- Worked directly with the Gallery Director; maintained artist imagery and document files, assisted gallery staff for upcoming shows, assisted with .
- Fielded telephone queries.
- Learned curatorial procedures.
- Worked one on one with current artists.
- Prepared Press releases, mailings, and performed artist contacts.
- Maintained the gallery during the working and closed hours of the day.

Education

Bachelor of Arts in Art History - (University of California - Santa Barbara, CA)

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