

Jane Doe

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877-875-7706

GALLERY DIRECTOR AND CURATOR

Talented, creative Gallery Director/Curator with extensive experience in working in an environment which is largely controlled by frequent and ongoing deadlines, which must be met in a timely fashion in order for the programming of the gallery to take place. Imaginative and innovative individual with proven management, sales, marketing, and new business development skills. A distinguished builder and leader of customer-focused teams; while always maintaining high standards for care and ethical conduct as determined by the art community.

Core Competencies and Knowledge Areas:

- *Catalogue Production*
- *Art Acquisitions*
- *Teambuilding & Training*
- *Exhibition & Interpretation*
- *Collections Management*
- *Cost-Reduction Strategies*
- *Retail Operation Management*
- *Sales & Margin Improvement*
- *Order Fulfillment*

Professional Experience

ABC Inc. — Santa Monica, CA

2003-2009

Director

- Prepared and presented presentations of individual and collective artists' work to collectors, curators, and art consultants.
- Consistently tracked incoming and outgoing consignments and loans, as well as gallery inventory and supplies.
- Maintained exceptional relationships with collectors, museum professionals, media contacts, artists, and the general public.
- Conducted the sale of art, which caused a dramatic increase in revenue for the gallery.
- Managed and executed an eight-exhibition-per-year schedule.
- Diligently oversaw the daily operations of the gallery, including but not limited to: correspondence, hiring staff, maintaining an extensive client database, website design and development and invoice creation.

ABC Company Inc. — Los Angeles, CA

1998-2003

Freelance Commercial & Music Video Production Coordinator

- Skillfully maintained strict client budgets, while producing quality product outcomes.
- Served as a general and hiring manager, retaining crew, talent, and vendors as well as negotiating rates.
- Oversaw the acquisition of permits, and rental of equipment and location.
- Tactfully coordinated daily operations including: managing production assistants, payroll, travel of crew and equipment, and maintained production books and call sheets in order to ensure project continuity.

Education and Training

Randolph-Macon Women's College- Lynchburg, VA

1995

Bachelor of Arts, Art & Dance

Institute Lorenzo do' Medici- Florence, Italy

1993-1994

Courses taken in: Studio Art, Art History, Italian Language

La Cipressaia- Montagnana, Italy

1994-2004

6-week creative courses taken with Rose Shakinovsky & Claire Gavronsky

Confidential - San Francisco, CA

2007

Courses taken in: Art History & Creative Process with Rose Shakinovsky & Claire Gavronsky