**First Last**

**Street, City, WA ZIP**

**Phone: (000) 000-0000 Email: Student@gmail.com**

**EDUCATION**

**Associate of Arts** Degree in Business Management, Skagit Valley College

**Associate of Science** Degree in Law Enforcement, Lane Community College

**GENERAL SKILLS**

* Art restoration and repair
* Archive Art
* Art related community outreach
* Public relations
* Fundraising
* Acquire high end art
* Sell Art
* Extreme high end clientele

**EMPLOYMENT**

2016-Present **Museum of Northwest Art**

 ***Fundraising Intern***

* Attend board meetings
* Reorganize P.R. filing system
* Reorganize the exhibition archives
* Assist with fundraising projects
* Assist with community outreach art programs
* Archive and relocate artwork

2006-2009  **Chase & Hanes Gallery LLC.**

***Co-Owner***

* Manage and operate art gallery
* Work with artists
* Arrange exhibitions
* Sell and ship art to customers

2004-2006  **Chase Gallery**

***Owner***

* Manage and operate art gallery
* Work with artists
* Arrange exhibitions
* Sell and ship art to customers

2003-2004  **Veltri Studio**

***Floor Manager***

* Interview potential artists for showings
* Plan and organize the acquisition, storage, and exhibition of collections and related materials, including the selection of exhibition themes and designs, and develop or install exhibit materials
* Confer with the board of directors to formulate and interpret policies, to determine budget requirements, and to plan overall operations.
* Train and supervise curatorial, fiscal, technical, research, and clerical staff.
* Develop and maintain an institution's registration, cataloging, and basic record-keeping systems
* Negotiate and authorize purchase, sale, exchange of collections

**REFERENCES**

* Name, Job Title 000-000-0000
* Name, Job Title 000-000-0000