

EDUCATION

- **Western Washington University** **2011 – 2015 // Bellingham, WA**
Bachelor of Arts in Studio Art: Mixed Media Concentration
Minors in Dance and Art History
- **Jackson Hole High School** **2009 – 2011 // Jackson, WY**
High School Diploma

EMPLOYMENT

- **Bellingham Frameworks** **September 2015 – Present // Bellingham, WA**
Manager, Framer and Design Consultant
 - Assist customers in how to frame their work archivally
 - Pick out a finished design for the artwork
 - Use precise measuring skills
 - Prepare artwork for fitting: cutting mats, mounting of art
 - Oversees final, finished product by other employees
 - Cut large sheets of various glass, mat board and fome core
 - Clean glass
 - Fit work into frame
- **Mindport Exhibits** **July 2015 – June 2019 // Bellingham, WA**
Museum Docent
 - Greeted museum patrons
 - Provided overview about the museum
 - Cash handling and credit card experience
 - Answered and transferred phone calls
 - Cleaned/maintained exhibits and gallery space
- **Francie Allen** **Feb. 2014 – June 2015 // Bellingham, WA**
Technical Assistant to Artist
 - Promoted the artist on multiple social media platforms
 - Edit and resized images of artwork when Allen applied for grants
 - Scribed emails
 - Updated her website and email list
 - Created inventory of her artwork in Excel
 - Assisted her Open Studio visits
- **Viking Union Gallery** **Feb. 2014 – June 2015 // Bellingham, WA**
Gallery Attendant
 - Set up and take down of exhibitions
 - Provided information on past, present and upcoming art exhibitions
 - Logged the number of visitors
 - Checked in and check out artworks

● **Smith & Vallee Gallery** **July 2013 – Dec. 2013 // Edison, WA**

Gallery Assistant

- Provided information on past, present and upcoming art exhibitions
- Sold artwork
- Updated mail/email list
- Updated gallery inventory in Excel
- Mailed postcards to promote upcoming exhibitions
- Cleaned the gallery
- Served wine and appetizers at gallery openings

VOLUNTEERING

- **Videographer // Bellingham, WA // 2015 - Present**
Bellingham Repertory Dance
- **Photographer // Bellingham, WA // 2015**
Bellingham Repertory Dance
- **Art Handler // Bellingham, WA // 2015**
Art Auction Gala for the Whatcom Museum

SKILLS

My background as an artist has given me excellent project managing skills. I am capable of maintaining multiple work streams at once. I recognize color, small details, and pleasing aesthetics in everyday life. Dancing for twenty years has made me flexible in both my body and mind. I have great spatial awareness and work quickly. I adapt well to change and pick up new information easily. Constructive criticism is something I am very comfortable with and welcome eagerly. Organization is a priority for my lifestyle. My constructive mindset presents the ability to have a productive, critical sense of profitable outcomes. Pleasing others is something I strive for, whether it is just one individual or a whole team. I am advanced in Adobe Photoshop, Illustrator and Microsoft Works Suite. Trained in Google Analytics.

REFERENCES

- **Paul Hemminger:** (360) 333-8255
Owner of Bellingham Frameworks
- **Francie Allen:** (360) 389-1841
Bellingham Artist