

Profile

Detail oriented with administrative and teaching experience. Educated in the field of Art and Design. Has a passion for organization and productivity. Desire to participate in creating an environment that maximizes creativity and efficiency.

Education

M.F.A., Ceramics, Hood College, Frederick, Maryland. Anticipated 2019

Graduate Ceramics Program, West Virginia University, China. 2013

B.S., Graphic Design, Full Sail University, Winter Park, Florida. 2012

A.A., General Studies, Montgomery College, Rockville, Maryland. 2010

Job Experience

Proprietor, The Clay CoOp, Rockville, MD. 2015-Present

- Promote Ceramic Art within the Community
- Set Up, Host, and Coordinate Gallery Shows
- Fire Kilns and Maintain Facility and Equipment
- Provide Workspace for Local Artists
- Track Customers and Strategize New Marketing Plans
- Foster Emerging Ceramic Artists
- Manage Gallery Sales and Book Keeping

Director of Ceramics, Renaissance Art Center, Gaithersburg, MD. 2014-2016

- Manage a Team of Instructors
- Teach Adult and Children's Classes
- Create Dynamic and Interesting Curriculum for our Programs
- Oversee Daily Studio Operations
- Responsible for Graphic Design and Marketing
- Hire and Train
- Successfully Manage Inventory

Studio Coordinator, SAC Pottery, Orlando, FL. 2013-2014

- Teach Adult and Children's Classes in Our Studio and in the Public School System
- Create Dynamic and Interesting Curriculum for our Programs
- Fire Kilns and Maintain Equipment
- Clean and Organize for Day to Day Studio Operation
- Track Customers and Strategize New Marketing Plans

Strengths

Organized & Task Oriented, Communication & Salesmanship, Punctual & Reliable, Ability to Learn New Skills/Software, Attention to Detail.

Qualifications

- Adobe Creative Suite
- Microsoft Office
- Basic CSS & HTML
- MAC & PC
- Basic Fabrication
- Photography
- Strong Typography
- & Carpentry
- Soundtrack Pro
- & Layout skills
- Exhibited Artist

