

MARY SMITH

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OBJECTIVE A gallery assistant position specializing in Renaissance Art requiring art knowledge, gallery and publicity experience.

EDUCATION **DAVIDSON COLLEGE**, Davidson, NC
Bachelor of Arts in Art History, May 2010
Courses included: Modern Architecture, Studio Design, Nineteenth Century Art, Painting, Finite Math with True Basic and two year Humanities sequence.

DAVIDSON IN ROME, Rome, Italy. Spring 2008
Completed intensive study of Early Christian, Byzantine, and Renaissance art and architecture.

EXPERIENCE **ASSISTANT, Art Galleries, Davidson College**, Davidson, NC 2008-present
Oversaw 2,000 square feet of galleries housing student and international exhibits. Informed visitors at openings and during regular gallery hours. Organized publicity for upcoming shows, resulting in high attendance. Maintained gallery security.

TECHNICIAN, Slide Library, Davidson College, Davidson, NC 2007-2008
Bound and labeled all incoming inventory of slides. Aided college curator with slide research. Scanned selected images to be added to the electronic image database. Identified voids in the image coverage, and took steps to fill these voids.

DESIGNER, Colors By Spice, Lexington, VA 2005-2008
Met with clients to discuss their needs. Developed design briefs by gathering information and data. Managed multiple design projects at once. Developed relationships with printers, copywriters, and photographers to aid in completion of projects.

MEMBER, Gallery Committee, Davidson College, Davidson, NC 2006
Planned and designed posters for gallery events in Charlotte, NC. Generated publicity for 12 on-campus and Charlotte art events. Prepared reports for committee members of those interested in exhibiting at the gallery for their input and approval.

ASSISTANT, Art History Department, Davidson College, Davidson, NC Fall 2006
Assisted professor by collecting and organizing displays for seminar. Researched boat imagery.

DOCENT, Stonewall Jackson House, Lexington, VA Summer 2006
Served as docent and researcher for visitor inquiries. Transcribed historical records. Attended curator seminars on a wide range of topics. Edited displays for authenticity and accuracy.

ACTIVITIES **MEMBER, Warner Hall Eating House, Davidson College**, Davidson, NC 2007-present
Elected Kitchen Manager in first year of membership. Organized weekly menus working within \$20,000 budget. Ordered food for house that served approximately 500 meals per year. Oversaw 26 servers, coordinating schedules for efficiency and quality of service.

AMBASSADOR, Admission Office, Davidson College, Davidson, NC Fall 2008
Conducted Admission tours for hundreds of potential students and their parents

LUNCH BUDDY PARTICIPANT, North Mecklenburg Elementary, Davidson, NC Fall 2008
Mentored 3rd grader during lunch once a week at elementary school

MEMBER, Women's Committee, Davidson College, Davidson, NC Spring 2007
Met weekly to discuss women's issues on campus, raising student awareness. Planned activities, resulting in enhanced relations among students and faculty.