

## Resume Guide

### Resume: What have you done?

You are a professional working in the arts sector. Your resume should reflect this. Invest time and effort into how you present yourself. Your resume must promote your skills, accomplishments and what you can offer to the potential employer.

A resume is an individual document. It is about you and must communicate your key achievements succinctly and create a quick, positive impression in a short amount of time!

We have included some samples for you to consider, but ultimately you must find the best format and presentation that works for you. Refer to the countless samples in resume books online, in bookstores and in SIA libraries.

Most employers spend less than a minute reviewing resumes, so it needs to be a powerful communication tool. It must look good and communicate clearly.

It's worth spending time preparing your best possible document. You might consider showing it to your friends and colleagues to ask for feedback. Remember in the end, there is no one solution, only what works best to communicate your individual strengths and experience.

Key elements to consider:

### Purpose of a Resume

- To communicate **succinctly** your prior experience, professional and educational
- To enable prospective employers to assess your suitability for their current and future opportunities
- To convince the employer they should interview you!

### Format

- Easy to read in a glance
- Ideally one page (unless you have substantial prior experience)
- Lots of space
- Clear headers
- Not too much formatting - keep it simple and elegant.

## Language

- Less words –ask yourself: how can I say it more simply?
- Make it easy to skim for key points.
- Don't over-explain your duties.
- Minimize information on achievements that are not relevant to the arts.

## Elements of a Resume

- ⊙ Essential- i.e your resume must include these three sections:
  - **Personal details**
  - **Education**
  - **Experience**
- ⊙ Optional – you may include other sections :
  - Professional skills-special computer knowledge, languages etc
  - Professional affiliations ( if any)
  - Other interests & achievements. Keep short and simple.
- ⊙ Remove :
  - References- It is unnecessary to list references on the resume. You should bring these to interview or supply on request.

## Elements of a Resume - *Personal Information.*

- Make your name stand out
  - Larger font, bold or other simple methods.
- Make sure your contact details easy to locate

## Elements of a Resume -*Education*

- **Sotheby's** : Write out Masters of Arts, rather than MA.
- **Undergraduate**: keep succinct. Don't let it dominate your resume

- Highlight only key achievements, especially those relating to the arts.
- **Remove high school** and related entries.

#### Elements of a resume – *Experience.*

- **Most recent first. Always.** Reverse chronological order.
- **Keep it succinct.** A few words to describe your work as necessary.
- **Non arts experience-** if it's at professional level, list this in a way that arts people can understand.
- **Part time jobs,** e.g. waitressing, sales.
  - Keep it, unless you have a lot of other more relevant professional experience.
  - It's good to show you have an employment history.

#### Elements of a resume - *Other*

- **Professional affiliations**
- **Professional skills- computer applications, languages, professional certifications**
- **Achievements or Volunteer** - for any other important points to include that don't fit in experience or education.
- **Interests- optional-** if you decide to include the interest as a part of your resume, stay away from including interest that does not have any ties to your professional experiences

#### Order of Resume:

☉ For all *Education* and *Experience-*

- List in reverse chronological order.

i.e most recent experience on top.

2007 Sotheby's Institute of Art

2005 University of Melbourne

☉ *Education* or *Experience* first?

- If you have had substantial work in the arts, list Experience first; otherwise Education.

## Resume reviews

Here is a quick checklist to review a resume. It's a good idea to swap resumes with a classmate or friend and review for each other.

1. First Impressions. Look at the resume for one minute or less.

What stands out?

What does it communicate about the person?

Is there anything that could be taken out?

2. Formatting and presentation.

Is it easy to read?

3. Career objective. ( if included) Does it add value?

What would be lost by taking it out?

4. Order of resume- education and experience in the right order?

5. Editing:

Is there any entry that doesn't add value for an employer?

Can it be expressed more succinctly?

6. How could this document work better?

## Sample Resumes

---

Here are some sample resume you can refer to when you are creating your own resume. Remember, resume is extension of you which serves as your first introduction to prospective employers. Take your time and think about how you want to present yourself. For specific information on how to create your resume, see Resume Guide. Also research the extensive career resources found via online searches, in bookstores and the SIA libraries.

**ERIN M. BENNETT**  
503 East 32 Street, New York, NY 10013  
644-643-5555/ ebennett120@gmail.com

**WORK EXPERIENCE**

**Gerald Peters Gallery** (New York, N.Y.)

**Jan. 2008- Present**

***Part Time Internship***

- Research and cataloging of 19<sup>th</sup> & 20<sup>th</sup> century paintings, prints and sculpture.
- Assist with preparation for upcoming exhibitions and shows.

**South Bay Auctions, Inc.** (East Moriches, L.I., N.Y.)

**June 2003- Nov. 2007**

***Assistant to the Gallery Director*** (Sept. 2004- Nov. 2007)

- Contact potential sellers and field all inquiries regarding the auction process.
- Evaluate client property and establish initial presale estimates.
- Research, vet and catalog fine art, furniture and accessories for live sales held at the East Moriches Gallery every eight weeks, and monthly on-line sales through iGavel.com.
- Compose ads and coordinate marketing campaigns prior to sales, including national and international trade print, direct mailing and targeted emails to potential buyers.
- Assist with preview setup of all property in the gallery.
- Handle sale inquiries via phone, email, fax and during preview.
- Oversee day of sale phone bidding staff.
- Assist with after sale information requests and billing.

***Special assignments:***

Individual Estate Auctions:

- Estate of Peggy Phipps, founder of the Old Westbury Gardens, L.I., N.Y. - June, 2007
- On-site sale, Estate of Margaret Bostwick, Old Westbury, L.I., N.Y. – June, 2005
- On-site sale, Estate of Bradley Martin, Knole, Old Westbury, L.I., N.Y. – Dec., 2003

***Office Assistant*** (June 2003- Sept. 2004)

- Answer phone and email inquiries.
- Assisted with auction set-up and previews.
- Oversee phone bidding and check out day of sale.

**EDUCATION**

**Sotheby's Institute of Art**, New York, N.Y.

Master's Degree: **American Fine and Decorative Arts**

**In Progress**

**Stony Brook University**, Stony Brook, L.I., N.Y.

Bachelor's Degree: **Art History and Criticism**

**May, 2007**

***Study Abroad:*** Semester of study in Rome, Italy - July, 2004

Semester of study in St. Petersburg, Russia - July, 2006

**SKILLS**

Excellent research, writing & editing abilities, proficient in Microsoft Office, Adobe Photoshop.

# Alyssa J. Walker

507 West 147<sup>th</sup> Street #25 New York, NY 10031

817.291.3081 [alyssaj.walker@gmail.com](mailto:alyssaj.walker@gmail.com)

---

## Objective

Currently seeking to obtain a challenging full time position or summer internship that will utilize my organizational and research skills.

## Education

### Sotheby's Institute of Art/University of Manchester

New York, NY

2007-2008

M.A. Art History, American Fine and Decorative Arts

- Rigorous and highly selective, this graduate program focuses on the development of American fine and decorative arts from 1650 to the present. Specific research includes an analysis of the image of women in paintings during the Victorian era.

### Southern Methodist University

Dallas, TX

2003-2007

B.A. History, Women Studies

- Coursework included a focus on early American history specifically the stratification of gender roles in America. Extensive research on the effects of societal position on the female psyche entitled "*What's For Dinner*"

## Work Experience

### *Winter Antiques Show, New York, NY*

*Management Staff*

Winter 2008

- Assisted chairman of vetting committee for Prints, Photographs and Nautical Art
- Worked closely with exhibitor Fred Giampietro on customer relations, sales, and show procedures
- Maintained a spreadsheet that kept track of all vetting committee's responsibilities

### *Terrace Retreat Salon and Day Spa, Colleyville, TX*

*Assistant Manager*

2004-2006

- Supervision of new hire training program
- Led receptionist and management meetings on a monthly basis
- Evaluated, edited, proofread marketing promotions for mistakes in spelling and grammar and rewrote portions for greater clarity

## Skills

- Ability to organize and prioritize a demanding work and academic schedule
- Proficient in Microsoft Word, Excel, PowerPoint, and internet
- Excellent communication skills
- Efficient in producing quality work while meeting demanding deadlines
- Ability to work well with others, as well as independently
- Excellent writing skills demonstrated through rigorous college course work

## Activities

*Volunteer/Member, Dallas Museum of Art, Dallas, Texas*

2006-2007

*Volunteer/Participant, Susan G. Komen Race for the Cure, Dallas, Texas*

2000-2005

*Event Coordinator / Student Chairperson, Women's Symposium, Dallas, Texas*

2003-2007

*Camp Counselor, Girl Scouts of America, Fort Worth, Texas*

Summer 2002

# Charlotte Smith

30 Bedford Street, Apt 5A · New York, NY 10014  
(212) 121-5511 · smith@yahoo.com

## EDUCATION

**Sotheby's Institute of Art** New York, NY October 2008  
Master of Arts in American Fine and Decorative Arts

**The College of William and Mary** Williamsburg, VA May 2006  
Bachelor of Arts in Art History

*Computer Skills:* Raiser's Edge, Microsoft Office Suite, Internet

*Language Skills:* Written and oral proficiency in Spanish, basic writing and speaking skills in French

## EXPERIENCE

**Antique Garden Furniture Show, Management Staff** New York, NY April 2008

- Acted as personal assistant to the show's director
- Checked dealer compliance regarding vetting rules and regulations
- Worked with New York Botanical Garden staff to kick off Benefit Preview Party

**Winter Antiques Show, Management Staff** New York, NY January 2008

- Served as a liaison between the show's director and the team of interns
- Selected as one of two student leaders to oversee 18 classmates
- Sold three portrait miniatures for Elle Shushan, Inc. for a total of \$6,000

**Taft Museum of Art, Development Intern** Cincinnati, OH November 2006 – July 2007

- Worked to identify, research, cultivate and solicit foundations, corporations and government agencies, to meet general operating, exhibition, and other sponsorship goals
- Assisted in implementing a Corporate Membership program
- Researched and updated prospective donor contacts in Raiser's Edge
- Drafted a report to the City of Cincinnati evaluating grant expenditures
- In collaboration with project directors, wrote letters of inquiry, proposal narratives, project reports, acknowledgements and related correspondences

**Contemporary Arts Center, Events Intern** Cincinnati, OH Summer 2005

- Assisted in the production of 15 large and small-scale events
- Trained and supervised 10 volunteers for the opening of a new exhibition, "Slide Show"
- Worked directly with corporations and individuals who wished to rent the facility for special events
- Wrote, conducted, and tabulated a phone survey to determine client rental preferences

## Janice (You Jung) Oh

3404 City Place, Edgewater, NJ 07020. (917) 887-2556 [janice.oh926@gmail.com](mailto:janice.oh926@gmail.com)

### EDUCATION

#### **Sotheby's Institute of Art/ Manchester University**

*Masters of Arts, Art Business, November 2008*

Manhattan, NY

#### **Pratt Institute**

*Masters of Fine Art, Painting, May 2006*

Brooklyn, NY

#### **New York University, College of Arts and Science**

*Bachelor of Arts, Sociology, August 2003*

*Major: Sociology, Minor: Computer Applications*

New York, NY

### EXPERIENCE

#### **Atta Kim, Assistant to Artist**

September 2006 – January 2007 New York, NY

- Assisted in the Jumeirah Essex House's commission for corporate art collection
- Program coordinator of a documentary project on Korean photographer, Atta Kim, by Korea Broadcasting System (KBS), which aired nationally on November 23, 2006
- Responsible for getting permits from the mayor's office and the UN for Atta Kim's NY projects
- Attended meetings as an interpreter/ assistant and corresponded with his Seoul Assistant daily

#### **George Billis Gallery, Intern**

May 2006 – August 2006

Chelsea, NY

- Assisted gallery director with sales, administrative works, installations and art-handling
- Organized and curated works for art fairs, and a summer group show titled "*In the City*"

#### **Pierogi Gallery, Intern**

September 2005 – July 2006

Brooklyn, NY

- Assisted general gallery administrative works
- Catalogued the artworks in Flat Files; art-handling

#### **Marlborough Gallery, Archive Intern**

September 2005 – December 2005

New York, NY

- Updated and maintained photos, slides and catalogue materials
- Updated artist biographies and press releases
- Responsible for taking digital images of artists' works and scanning for database

#### **The White House Project, Intern**

September 2002 – December 2002

New York, NY

- Responsible for researching, organizing and distributing daily Press Clips
- Assisted staff with the Gala 2002 and coordinated guest list

#### **Law Library, New York University, School of Law, Librarian Assistant**

Jan 2001 – May 2001

New York, NY

- Catalogued up-to-date case information
- Provided Law Reviews to colleagues and professors weekly

### INTERNATIONAL STUDY PROGRAMS

#### **Pratt Institute, Study Abroad**

*Painting, Summer 2005*

Tuscany, Italy

#### **Yonsei University**

*Student Exchange Program, Spring 2002*

Seoul, Korea

### COMPUTER SKILLS

Word, Excel, PowerPoint, Adobe Photoshop

### LANGUAGES

Fluent in English and Korean

# MICHAEL KODYSZ

MOBILE: (917) 407-3614 ■ mkodysz@yahoo.com

1622 STEVENS AVENUE, MERRICK NY 11566

## AWARDS

### U.S. NATIONAL

AMERICAN SOCIETY OF  
HEALTHCARE PUBLICATION  
EDITORS (ASHPE)

Silver - Contents pages, 2003  
Bronze - Publication redesign, 2003  
Gold - Contents pages, 2002  
Silver - Publication redesign, 2002

### U.S. CENTRAL REGION

AMERICAN SOCIETY OF  
BUSINESS PUBLICATION  
EDITORS (ASBPE)

Gold - Overall typography, 2002  
Silver - Overall typography, 2002  
Gold - Contents pages, 2001  
Bronze - Publication redesign, 2001  
Gold - Opening spread, 1998  
Bronze - Illustrated cover, 1998  
Bronze - Publication redesign, 1998

### CORPORATE

ADVANSTAR

QUALITY EDITORIAL (AQE)

Honorable Mention,

Magazine of the Year -  
*Managed Healthcare*, 1998

Grand Gold Runner-Up -  
Column icon, 1999

Grand Gold - Column icon, 1998

8 Gold Awards

6 Silver Awards

PBS 45 & 49 AKRON

Grand Prize - Design-A-Volunteer  
Logo Competition, 1991

## SUMMARY

A creative problem solver with 15 years experience working with clients to develop effective syntheses of written and visual communications. Eager to realize fullest potential by combining wide-ranging business background and academic interests with a customer-focused and team approach in a dynamic position in a commercial art gallery.

## EXPERIENCE

SOTHEBY'S (New Bond Street, London, UK)

*A leading international auction house with annual revenue of \$3 billion.*

### Intern, Old Master Paintings Department January - March 2008

Research, writing, librarianship, graphic design, and general office support. Responsible for orientation and training other interns within the department.

AMERIMARK DIRECT, LLC (Middleburg Heights, OH)

*A retail mail-order catalog company and direct marketer with annual revenue of \$100 million+.*

### Art Production Manager August 2004 - May 2006

Work with company executives and marketing managers to shape the creative vision for national retail catalogs and other marketing media. Review and make recommendations for space advertisements and catalogs. Meet production budgets and deadlines. Art direct and provide hands-on assistance with graphic design and production. Manage, train, and develop production staff to achieve maximum potential.

- Collaborate with marketing department to create and develop *Time for Me*, an award-winning retail catalog featuring lifestyle products targeted toward affluent women aged 45+
- Art direct, design, edit, and produce monthly catalog issues and collateral

### Creative Coordinator, Membership Programs December 2003 - August 2004

Oversee the development and production of promotional materials including direct mail pieces, catalogue inserts, membership guides, and Web offerings.

- Develop, design, research, write, edit, and produce newsletters serving 134,000 discount health and buying club members
- Write company advertorials for publication in a local newspaper

ADVANSTAR COMMUNICATIONS, INC. (Middleburg Heights, OH)

*An international business-to-business publishing and marketing services company with annual revenue of \$380 million+.*

### Senior Graphic Designer March 1997 - July 2003

Art direct, design, and produce *Managed Healthcare*, *Managed Healthcare Executive*, *PharmaCare Economics*, and *Modern Medicine* magazines along with *Formulary*, a peer-reviewed journal.

Monitor and art direct all visual communications related to publications and other projects as assigned to ensure consistency and overall visual integrity. Execute design of features, columns, and covers; acquire artwork and assign freelance projects; meet budgets and deadlines; organize, archive, and prep digital files for the Web.

- Save more than \$60,000 in consultation fees by managing publication redesigns in-house
- Collaborate with editorial teams to design and develop four publications and a Web site.
- Achieve editorial cost per page 22% below budget through resourceful use of stock art
- Establish a pool of nationally recognized illustrators and photographers for editorial work
- Design and produce more than 145 publication issues incorporating 300 feature stories

## **PART-TIME, FREELANCE & GRATIS**

Echographics, Inc., 2003  
 Morehouse Communications, Inc.,  
 2001–2003  
 Professor Anna Gade,  
 Oberlin College, 2003  
 Creative Healthcare USA,  
 2001–2003  
 Advanstar Communications, Inc.,  
 2000  
 Cleveland Catholic Diocese, 1999  
 St. Mary's Church  
 (Hudson, OH), 1998  
 American Cancer Society,  
 1995–1996  
 Fairview High School Class of  
 1985 Reunion Committee,  
 1995, 2000, 2005  
 Marketing Resource Associates,  
 1994  
 William Seth James Advertising,  
 1994  
 The Goodyear Tire & Rubber Co.,  
 1992  
 Janine Bentivegna Photography,  
 1989

## **COMMUNITY INVOLVEMENT**

Volunteer - Big Brothers  
 and Big Sisters of Greater  
 Cleveland, 1999–2001  
 Volunteer - Greater Cleveland  
 Habitat for Humanity,  
 1999–2000  
 Team Captain - National Multiple  
 Sclerosis Society  
 Pedal-to-the-Point  
 150-mile Bike Tour,  
 1998, 1999

## **COMPUTER SKILLS**

Adobe Acrobat, Illustrator,  
 Photoshop  
 Basic HTML  
 Digital photography  
 Mac OS X  
 Macromedia FreeHand  
 Microsoft Access, Excel,  
 PowerPoint, Windows OS,  
 Word  
 QuarkXpress  
 Various Web browsers

## **LANGUAGES**

French - basic reading ability

- Write a news item cited in the *Journal of the American Medical Association (JAMA)*, the most respected medical journal in the United States.

### **SHAMROCK CREATIVE SERVICES, INC.** (Westlake, OH)

*Full-service marketing communications firm with annual revenue of \$23 million+.*

#### **Senior Graphic Designer** *November 1994 – March 1997*

Conceptualize, design, and produce direct mail pieces, marketing collateral, catalogs, newsletters, POP, and print ads. Create layouts with strong typography and appropriate use of color and images. Troubleshoot technical issues in graphics files for pre-press and printing. Think strategically to relate design work to the client's business needs.

- Design POP displays for Brown-Forman Corp. (one of the largest American-owned wine and spirits companies) that helped secure a contract worth at least \$45,000 per year
- Completed projects successfully for a wide range of local, regional, and national companies including Ameritech, McDonald's, and the Cleveland Zoo.

### **CABLEVIEWS MAGAZINE, INC.** (Beachwood, OH)

*A television magazine publisher with 180,000 Cleveland-area readers.*

#### **Production Coordinator** *September – November 1994*

Supervise graphic design and production, conduct interviews; act as an advisor/coach in a peer mentor role.

#### **Production Artist** *July 1992 – September 1994*

Responsible for the graphic design and production of *Cableviews Magazine*. Work with clients, salespeople, and printers to produce logos, flyers, brochures, mailers, and supplements. Conceptualize and present ideas both electronically and traditionally. Execute mechanical drawings and traditional paste-up.

- Initiate and lead redesign and digitization of magazine layouts, thereby reducing production time and allowing greater accuracy of printed television listings.
- Solve technical problems relating to the successful transition to all-electronic page layout.

### **THE HIGBEE COMPANY** (Fairview Park, OH)

*An Ohio-based upscale department store with annual sales of \$310 million.*

#### **Sales Associate** *August 1984 – August 1990*

Sales, customer service, stock control, inventory control, merchandising.

## **EDUCATION**

### **SOTHEBY'S INSTITUTE OF ART** (London, UK)

#### **Master of Arts in Fine and Decorative Art** *2007*

Connoisseurship studies in ceramics, furniture, Old Master paintings, and modern art.  
 Sotheby's Lynn Snyder Scholarship, 2006–2007.

### **CLEVELAND STATE UNIVERSITY** (Cleveland, OH)

#### **Graduate courses in history** (12 credit hours completed) *2003 – 2004*

### **THE UNIVERSITY OF AKRON** (Akron, OH)

#### **Bachelor of Fine Arts in Graphic Design** *1992*

Self-financed 90% of tuition, fees, and expenses.  
 Dean's List, two semesters.

### **CUYAHOGA COMMUNITY COLLEGE** (Parma, OH)

#### **Associate of Arts** *2005*

#### **Associate of Applied Business in Commercial Art** *1990*

Self-financed nearly 100% of tuition, fees, and expenses.  
 Vice President - Commercial Art Careers Group, 1989 – 1990.