**Resume**

Sean Smith

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**Summary of Qualification**

-Knowledgeable with MS Office Suite and Google Docs

-Skilled with Adobe Suite (Photoshop, Illustrator, InDesign) at creating designs and illustrations

-3.4 Grade Point Average (GPA) through Senior Year of College

-Proven ability to think critically and creatively in order to assess situations and solve problems as they arise

-Ability to work well independently or in a team environment

-Outstanding written and oral communication skills, experienced with numerous forms of social media

- Highly motivated, willing to go above and beyond to help company achieve goals

**Professional Highlights**

**Gallery Attendant** (Harlen Gallery) September 2010 – April 2014

Employer: Seton Hill University-

 Office of Student Accounts

* Responsible for opening and closing of Harlen Gallery
* Worked shifts between classes, greeting visitors and handling any transactions made at the gallery
* Answered phone lines for gallery, and gave tours and art talks to visitors
* Assisted in the setting up and taking down of each art show
* Worked closely with Gallery Manager, briefed new employees on gallery practices

**Contingent Employee** (Macy’s Westmoreland) January 2013 – August 2015

Employer: Macy’s

 Westmoreland Mall

* Worked in variety of store’s departments, from Men’s Clothing to Sales Support.
* Regular customer interaction, including the completion of sales, answering queries, and taking the phone.
* Required extensive understanding of both the store and the sales system.

**Education**

Graduate of Seton Hill University, Bachelor of Fine Arts

Studio Art Major, Entrepreneurial Studies Minor

Interned under Pittsburgh Society of Illustrators, helped to set up annual show

Studied abroad in Rome, Florence, and Venice, studying art history