

---

## Arts Coordinator Resume

---

### Job Objective

To obtain an Arts Coordinator position that will promote growth, stability and opportunity for advancement.

---

### Work Experience:

---

Arts Coordinator, May 2004 – Present  
Ashland University, Bangor, ME

- Monitored and documented the status of projects, analyzed scheduling problems and resolved or forwarded them to the Art Leads for resolution.
- Followed up with staff on project tasks and produced status reports based on results.
- Improved Art Department effectiveness by providing information management support, assisted in the day to day operations of the Art Department.
- Documented and reported preparation.
- Assisted with routing assets to the appropriate department.

Arts Coordinator, March 2002 – April 2004  
Maricopa County Community College District, Bangor, ME

- Interacted with parents and staff to share educational activities, policies, students' behavioral and learning problems.
  - Prepared educational standards and goals, created policies, procedures and programs to carry them out.
  - Analyzed students' progress and provided students and teachers with assistance in solving problems.
- 

### Summary of Qualifications:

---

- Hands-on experience working as a Administrative and Project Coordinator in the software and web development field
  - Proficient in MAC with basic knowledge of Photoshop and solid understanding of working within databases and search tools
  - Excellent communication and organizational skills
  - Exceptional ability to represent the College in radio talk shows and other media avenues
  - Immense ability to work a flexible schedule that include evening and weekend assignments
  - Attention to detail, able to juggle multiple projects
- 

### Education:

---

Associate Degree in Arts, Norfolk State University, Virginia, VA

[Build your Resume Now](#)