

**\*\* Note:** Resumes in this discipline may include additional design elements (not shown on this example). While appropriate, it is important to ensure the design elements do not overshadow the experiences/content on the resume. \*\*

# BRENDA BROWN

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## EDUCATION

### Bachelor of Fine Arts in Visual Arts

North Dakota State University (NDSU), Fargo, ND  
Emphasis: Ceramics & Painting

Anticipated Graduation May 20XX

## SELECTED EXHIBITIONS

### Paintings:

“Revealed”, HODO; Fargo, ND

September 20XX

“Exposed”, Memorial Union Gallery; Fargo, ND

August 20XX

“Divulge”, Memorial Union Gallery; Fargo, ND

August 20XX

### Ceramics:

“Troubled”, Plains Art Museum; Fargo, ND

April 20XX

“Spun”, Flakoll Gallery; Fargo, ND

March 20XX

“Crushed”, Dakota Fine Art; Fargo, ND

January 20XX

## EXPERIENCE

### Visitor Services Representative

May 20XX - Present

Great Plains Art Museum, Fargo, ND

- Provide personalized customer service when sharing knowledge with visitors to educate them on ever-changing art exhibits
- Assist with organizing exhibits efficiently based on artist and style with a dedication to preservation
- Display integrity by handling money and completing accurate transactions for donations, annual membership fees, and general purchases

### Sandwich Artist

September 20XX - April 20XX

Subway, Fargo, ND

- Demonstrated attention to detail by creating meals as specified by customers using a wide variety of ingredients and condiments while adhering to corporate policy
- Utilized multitasking skills by preparing orders, restocking ingredients, and completing till transactions accurately and simultaneously
- Applied verbal communication skills through greeting customers and promoting daily specials

## INVOLVEMENT

### Vice President

January 20XX - Present

PLACE: An Arts Community (NDSU), Fargo, ND

- Improve leadership skills in meetings by presenting information and opportunities to 27 members
- Achieve interpersonal skills by recruiting new members and getting all members involved in the club's events

### Volunteer

May 20XX

NDSU Student Juried Art Show, Fargo, ND

- Collaborated with other volunteers to effectively set up and take down the event
- Provided information and led visitors through exhibits to help them gain a better understanding of the art

## COMPUTER PROFICIENCY

- Adobe Photoshop
- Adobe InDesign
- Affinity Designer
- Microsoft Office Suite