**ALLISON PAINTER**

City, State Zip

Cell Phone

PSU email

www.linkedin.com/in/yourname

**EDUCATION**

Pennsylvania State University, Lehigh Valley, PA May 2019

Bachelor’s Degree in Arts Administration, Concentration: Digital Media

GPA: 3.8

**LANGUAGES**

Fluent in English and Spanish

**SKILLS**

Photography, Adobe Suite, WordPress, HTML

**CERTIFICATIONS**

University of Puerto Rico-Rio Piedras, San Juan, PR January 2013

Art Restoration Certificate

**ARTS EXPERIENCE**

Ronald K. De Long Gallery, Center Valley, PA January 2017 - Present

*Art Gallery Monitor*

* Educate patrons regarding exhibits, sponsors, dates of exhibits, gallery hours, and special events
* Support gallery staff with installation and dismantling of exhibits
* Greet the public, record visitor attendance, and provide security for the art pieces in exhibition
* Coordinated with team to develop and organize Penn State Lehigh Valley 2018 Student Art Exhibit

San Juan National Historic Site, San Juan, PR January 2013 - October 2014

*Art Restoration Technician*

* Led a team of 4 technicians in conservation and restoration of pieces with historical value
* Performed preventive conservation in several pieces of art to stop further damage
* Implemented restoration plan in art pieces repairing aesthetic appearance compromised by age or damage
* Managed digital projection of the work to be restored (Adobe Creative Suite)
* Perform studies of the conditions of the piece before, during, and after intervention with detailed information of the treatment method and materials used

Museo de Arte de Puerto Rico, San Juan, PR January 2012 - May 2012

*Museum Conservationist, Intern*

* Participated in group projects preparing pieces for exhibition
* Performed conservation and prepared condition reports on temporary exhibition
* Implemented remedial treatments to art pieces on exhibition

**OTHER EXPERIENCE**

Staples**,** Allentown, PA September 2016 - November 2017

*Technology Sales Associate*

* Completed sales and advised customers about business machines and services that Staples offers
* Maintain data of clients soliciting installation and configuration of their computer
* Diagnosed hardware/software faults and solved technical problems, either over the phone or face to face

Vodafone, San Juan, PR December 2013 - November 2015

*Customer Service Representative*

* Provided superior customer service and solutions in an efficient manner and timeframe
* Processed and entered all new customer information, including products and services purchased in the database