

SABRINA MALIK

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OBJECTIVE:

A challenging and lively position in a positive setting, that will allow me to utilize my creativity, ardent drive, and exceptional communication skills.

EDUCATION:

Syracuse University: BFA in Art History

- 20TH CENTURY FOCUS

- NATIONAL SOCIETY OF COLLEGIATE SCHOLARS & DEANS LIST

OFFICE MANAGER: *Graboyes Commercial Window Company*

SEPTEMBER '12- PRESENT

- Designed updated Company logo in conjunction with Marketing for promotional materials & social media outlets
- Distributes Mailings, Faxes, and Emails, & arranges FedEx and UPS pick-ups and deliveries
- Manages organizational Projects, including the transfer of physical files to a digital archive (utilizing Salesforce)
- Orders and maintains Office Supply Inventory (including Business Cards, Kitchen supplies, and misc. orders)
- Types letters and other documents as needed in an accurate and timely manner

ASSISTANT MANAGER: *Life is good, GNS in North Wales*

APRIL '11- SEPTEMBER '12

- Designed store website & promotional material for weekly email campaigns
- Developed & maintained excellent relationships with customers, reps, vendors, etc.
- Created & maintained social media outlets: marketing & promoting up to date store information
- Assisted in store orders: reviews budgets & recognizes areas for cost efficiency
- Accountable for all aspects of store events including set up, tear down, greeting, & logisites

ART HANDLER: *Shelley and Donald Rubin Private Collection*

MARCH '10- JUNE '11

- Professionally & safely handled, wrapped, & accounted for artwork in extensive collection
- Assisted curator with installing Modern Indian Art Exhibit, valued at over \$7.5 million
- Assisted in photography of work for archiving
- Utilized art database programs to ensure the highest level of organization

ART INSTRUCTOR'S ASSISTANT: *Silvermine Art Guild*

MAY '09- JULY '09

- Organized & handled supplies at a world renowned artist's guild
- Designed lesson plans & assisted studio professors in all aspects of lessons
- Developed connections with students regarding their talents & provided outlets for further study

ADMISSIONS ASSISTANT: *Syracuse University Abroad*

AUGUST '08- MAY '09

- Responsible for all student abroad applications: including data entry & organization
- Managed the front desk of a high paced office
- Assisted students, teachers, counselors, & parents with meetings, deadlines, & payments
- Undertook challenging & engaging projects to increase contribution, wherever needed

ART GALLERY ASSISTANT: *SU Art Gallery in Florence, Italy*

JANUARY '08- MAY '08

- Assisted in hanging, maintaining, & cleaning exhibits
- Confidently conversed with Italian students, professors, artists & locals
- Created, organized, compiled, designed, & published art magazine

UNIQUE SKILLS:

- COMMUNITY DRIVEN & RESOURCEFUL
- PEOPLE ORIENTED & ADVENTURESOME
- EXTENSIVE EXPERIENCE WITH FAMILIES & CHILDREN
- DEDICATED & EXHIBITED ARTIST (FIBERS, PAINT, DRAWING)

GENERAL SKILLS:

- EXPERT IN MICROSOFT OFFICE & MAC PROGRAMS
- SKILLED IN ADOBE CREATIVE SUITE & SWIFT PUBLISHER
- EXPERIENCED IN SALESFORCE & COLLECTOR SYSTEMS
- INTERMEDIATE ITALIAN