



Angeline Schoonover
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Objective

To volunteer with Arts Organizations where I can gain practical experience, in the Arts Management Field.

Education

COLLEGE OF CHARLESTON

Current Student. Double Major in Arts Management and Art History and Minor in Studio Art

UNIVERSITY OF NORTH TEXAS

Studio Art and Fashion Design Concentration

Work Experience

FREELANCE INTERIOR DESIGN IN NEW YORK (10/07 to CURRENT)

Working with clients to create a beautiful, liveable space that reflects the client's personal tastes. Sketching design proposals and creating color schemes for client. Selecting and purchasing furniture, flooring and art to complement the client's space. Supervising workmen, painters and coordinating deliveries.

EXPIDITER BARNEYS NEW YORK IN NYC (05/07 – 10/07)

Employed full time in Woman's Designer Departments. Duties include assisting Sales Associates and Managers with clients, send sales, RTV, & inventory. Assisted customers with sales and returns, maintained floor merchandise as well as stock room.

HOLIDAY ASSOCIATE / STOCK & SHIPPING ASSOCIATE BARNEYS NEW YORK: DALLAS DALLAS, TX (10/06 – 05/07)

Started part time in Chelsea Passage during the holiday season. Duties included assisting sales associates, gift-wrap, greeting & assisting customers, and register sales. Later employed full time in Shipping & Receiving working as stock assistant for Woman's Accessories, Chelsea Passage, and Woman's Designer and assisted with Woman's Coop. Resigned position to relocate to New York.

Other Experience

ADMINISTRATIVE ASSISTANT FOR DR. ARTHUR ADLEY HOUSTON, TX (06/05 – 07/06)

Employed full time with Dr. Adley, a general medicine practitioner specializing in weight loss & cosmetic procedures. My duties included patient assistance, billing, appointment scheduling, and filling. Also employee training and conducting interviews. Was responsible for the cosmetic and skin care department, tasks included marketing, conducting demonstrations, ordering & displaying products, online sales, stocking and inventory. As well as light typing, answering up to four phone lines, message taking and other general clerical duties.

HIV/SA OUTREACH WORKER/ ASSISTANT PROGRAM COORDINATOR THE NEW LIFE CENTER INC. HOUSTON, TX (12/03 - 10/05)

Employed full time at the New Life Center, which was a faith based non-profit origination working to eliminate social ills in the local

community. Duties included assisting with fund raising events, street-outreach promoting Drug free youth, and general clerical duties. Later promoted to Assistant Program Coordinator position. My duties included those listed above as well as organizing fundraising events, participating in street outreach with a focus on the GLBT community for HIVP/SAP. Supervised volunteers and outreach workers. Planning for future outreach projects and the creation of pamphlets, fliers and outreach materials.

Skills

- Type 50 wpm
- Strong communication & Customer Service skills
- Able to use both Mac and PC's
- Experience with organizing fund-raising events
- Event Planning and Setup
- Can use proficiently most Microsoft Windows and Mac OS affiliated programs
- Interviewing and Employee Training
- General clerical duties
- Billing and Invoicing
- Can skillfully use Industrial sewing machine
- Banquet Serving

References

- Tomny K. Lor, Client. 303-919-9407, tomnylor@gmail.com
- Angela Kaptos, former Co-worker at Barney's NY, 917-428-8884
- Ashley Henry, former Supervisor from New Life Center Inc. 713-782-6242, ashely.c.henry@exxonmobil.com
- Barney's New York, 660 Madison Ave New York, NY 10021, 212-826-8900
- Barney's New York, 8687 N Central Expy Dallas, TX 75225, 469-221-4700