

COLLEEN DAVIS

SUMMARY

Highly creative and multi-talented Artist and Manager with more than five years in artistry and over ten years in management.

HIGHLIGHTS

- Management
- Proficiency in Microsoft Office Suite
- Proficiency in Adobe Creative Suite
- Strong design sense
- Conceptual thinker
- Creative and artistic

ACCOMPLISHMENTS

- Received the Fine Arts Division Award for Outstanding Achievement for 2012 at Green River Community College.
- Edited, published, and featured in literary and art journals for both the University of Washington - Tacoma, and Green River Community college.

EXPERIENCE

First Night Tacoma, Tacoma, WA: Volunteer Board Member

February 2013 - May 2014

- I led fundraising events to bring awareness of our nonprofit to the community. I would not only plan the events but create marketing and fundraising material for our events including layouts of the event, invitations, centerpieces, and photoshoots.
- I assisted the board in grant writing by compiling last year's budget and sharing our mission with potential sponsors.
- In-between events I handled administrative tasks such as compiling and organizing member and sponsorship contact information, updating social media sites, and sending out letters and invitations to sponsors and members.

Green River Community College, Auburn, WA: Teaching Assistant and Editor

September 2011 - June 2012

- Oversaw the creative publication of the literary and arts journal, *Espial*, for the campus. Coordinated and collaborated on art direction, design layout, and the creative publication of artwork and poetry.
- I assisted the instructor throughout her art classes with setting up and organizing supplies and materials as well as helping direct students and answer any questions.
- I was responsible for fostering a creative atmosphere for students and the campus, documenting students work, and creating a permanent collection for the school's critique space. This required me to collaborate with all staff members of the Fine Arts Department.

Target, Olympia, WA: Executive Team Leader – Logistics

February 2014 – January 2016

- In Asset Protection I oversaw the safety, security, and profitability of the store by auditing all departments weekly. I also built relationships with surrounding businesses and local law enforcement to help reduce crime in the community.
- After a year I was promoted to Logistics. I managed four project-based teams with a total head count of 60. Of the four, the merchandising department required strategic planning and execution to accomplish all objectives involved with the marketing strategies for Target and outside vendors.
- In both positions I was also required to be acting store manager for a fraction of my week where I oversaw the daily operations to lead the entire store team, drive sales, and ensure the team created an amazing experience for each guest. I was also a Community Captain and organized volunteer events for our district at food banks and community events like National Night Out.

EDUCATION

2013 **University of Washington, Tacoma, WA**

Bachelor of Arts: Arts, Media, Culture

2012 **Green River Community College, Auburn, WA**

Associates in Fine Arts in Fine Art