

Evelyn C. Barber

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EDUCATION

Bachelor of Fine Arts

Arizona State University, Tempe, Arizona
Cumulative Grade Point Average 3.68/4.00

January 2006 to December 2009
Graduated Magna Cum Laude December 2009

SKILLS SUMMARY

- | | | | |
|------------------------|-------------------------|---------------------------|------------|
| • Curator | Film Developing | Complicate Filing Systems | 10-key |
| • Microsoft Word | Adobe Illustrator | Template Creations | ICIS |
| • Microsoft Outlook | Adobe Photoshop | File Tracking | ADP |
| • Microsoft Excel | Adobe InDesign | Coding & Editing of Files | COCWeb |
| • Microsoft PowerPoint | Adobe Acrobat 9 Pro | Multi-Line Phone Systems | PeopleSoft |
| • Coding & Editing | Point of Sales Services | Government Clearances | |

MUSEUM AND GALLERY EXPERIENCE

Museum Assistant/Curator Arizona Museum of Natural History, Mesa, Arizona May 2013 to Nov. 2013

- I research, implement and developed exhibition awareness by creating children's books.
- I organized event planning and set up as well as directed our VIP visitors to specific locations.
- I managed and cared for the off-site exhibit preparations; crating and installation of artifacts and supervise and coordinate related curatorial functions.
- I performed off-site publicity events to inspired the public and make them aware of our educational programing.

Art Gallery Assistant Arizona State University, Tempe, Arizona January 2006 to December 2009

- Designed and prepped the galleries to the specifications of the incoming artists, making it an easy transaction in gallery set-ups and turnovers
- Organized galleries to ensure proper fitting of platforms, draperies and lighting structures thus making the artwork beautiful and visually pleasing to guests of the galleries
- Collected and judged artwork for display in student galleries
- Collaborated in the use of public space for designated artwork to be displayed, creating a space guest could walk around and not disturb the structures or cause injury to themselves

WORK EXPERIENCE

Grip Vampire Robot Productions November 2013

- Independent film "Terrestrial" release date 2014.
- Make-up, stage set-up, and positioning of lighting.

Court Operations Specialist Maricopa County Government, Mesa, Arizona May 2011 to May 2013

- Ensured the Point of Sales system was active and available for customer payments assuring smooth transactions, thereby reducing the amount of time spent on each customer's court case
- Researched data to compile documentation for judicial adjudication and appropriate court assessments
- Maintained accuracy of documents uploaded into the computer by attaining appropriate forms and permissions, making it easier for judicial staff and attorneys to set court dates and appeals, if necessary

Sales Account Manager Flexi Compras (inside Best Buy), Mesa, Arizona May 2010 to May 2011

- Educated employees and customers on the latest electronic developments.
- Balanced the budget by ensuring that all monies and customer information were secure, reducing theft

PUBLICATIONS

- *New Art International*, Book Art Press, Ltd. Woodstock, New York 2009 to 2010