

# Jan Bisset

Charlotte, NC  
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## EDUCATION

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### Bachelor of Art in Art History

May 20XX

The University of North Carolina at Charlotte - Charlotte, NC

Coursework: Art History Survey 1 & 11, Contemporary Art History, Writing Seminar, Art History Methods, Maya Art, West African Art & Display, Ancient Greek Art, Medieval Art

## GALLERY EXPERIENCE

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### Curatorial Intern

January 20XX- Present

Bechtler Museum of Modern Art - Charlotte, NC

- Assist in the creation of a collection catalog and website for the museum
- Research artists and works in the collection, using archival records, library resources, and conversations with the artists
- Create content for print and web marketing

### Gallery Intern

August 20XX-December 20XX

Allison Sprock Fine Art - Charlotte, NC

- Managed and organized works of art in gallery inventory
- Maintained all social media platforms; created social media content
- Assisted and interfaced with current and potential clients
- Participated in the organization of gallery events

## CAMPUS INVOLVEMENT

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- **Society of Art Historians** – Member August 20XX-Present
- **Bridge: Connecting the Arts** – Member August 20XX-December 20XX

## CUSTOMER SERVICE EXPERIENCE

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### Retail Sales Associate

January 20XX-December 20XX

Target – Charlotte, NC

- Responded to customer questions with efficiency
- Trained four new staff on working the cash register, ringing up items and returns
- Managed merchandise rotation and floor changes
- Won employee of the month by increasing sales in my department by 25%

### Server

August 20XX-December 20XX

Red Lobster – Charlotte, NC

- Collaborated with team of servers during each shift to provide the best service to customers
- Resolved problems and answered customers' questions in an efficient manner
- Generated positive feedback from customers resulting in favorable reviews by management
- Managed 3-4 tables simultaneously, providing excellent customer service to all guests