

RESUME

Thomas B. Howard (b. 1996, US)
Babylon, NY, 11704
(516) (724-0596)
ThomasBHoward@TBHWritingPencil.com

Experience

Small Business Owner

TBH Writing Pencil

March 2016 – Present

Ambassador—promote brands and individual items for sale online, represent brand at events

Art direction—maintain attractiveness of online and in-person platforms

Art hardware—frame, convey and install artwork

Billing—manage charges for online platforms

Commissions—work with clients for private commissions, whether literary, or illustrated

Correspondence; communications—attend to daily emails, voicemails, phone calls, and social media inboxes

Filing—create and maintain records of all pieces of content, exchanges and transactions

Invoicing—manage invoices for clients

Networking—establish connections through online media or in-person at events, like Art Expo NY, Art Basel Miami, Worldwide Art LA, fashion modeling shows, and music shows

Proposals—engage venues for new exposure opportunities and gigs

Researching—procure reliable information on all topics necessary to career prospects, remain up-to-date on social media platforms

Scheduling—manage concurrent events, prioritize tasks

Social media/ website management—maintain online presence

Travel arrangements—make travel plans for all endeavors, including exhibitions, music gigs, and modeling gigs

Website/profile design—create compelling, informative pages online for artwork and brand

Education

Independent training; see portfolios at TBHWritingPencil.com

Skills

Adaptive

Architectural manual rendering

Content writing

Illustration

Makeup application

Microsoft Word, Excel

Organization

Photoshop, Art Rage

Verbal communication

References

Sanford Drob, PhD, Clinical Psychologist, Visual Artist

– sdrob@fielding.edu

Ellen Tengelis, Director at Barbizon Agency

– ellen@barbizonagency.com

Kei Kitamura, Photographer – keikitamura33@gmail.com