

# Angie Howard

Portland, OR  
(502) 415-9026

<http://www.AngieHoward.com>  
[AngieMarie1123@gmail.com](mailto:AngieMarie1123@gmail.com)

## Professional Summary

Hardworking and reliable employee focused on going above and beyond to support the team and serve customers. Trained in multitasking and offering top-notch organization skills.

## Skills

- Adobe Creative Cloud
- Art-based technology
- CAD software
- API design
- Networking
- Reliability
- Curriculum design
- Report writing and development
- Billing and coding
- Spreadsheet development
- Customer service
- Organization
- Graphic design
- Telecommunications and media
- Web design
- Research
- Branding
- Coordinate projects
- Verbal communication
- Project management

## Work Experience

*Art Instructor (December 2022 to Present)*

*Tualatin Hills Park & Recreation District - Beaverton, OR*

- Developed and designed innovative curriculums with new high-resolution directional brochures and art instructional sheets.

- Created examples of the projects for each class and displayed them along with an instruction brochure on a wall in the classroom.
- Specialized in teaching environmentally friendly printmaking, mixed media, sculpture, and painting to preschool, elementary, and middle school aged children with focus on instilling lifelong love of art in creative young minds.
- Performed set-up and breakdowns for program activities, properly storing and cleaning, ensuring the safety and well-being of all participants.
- Provided a class atmosphere that promotes and encourages inclusion and satisfaction of all participants and implemented new art teaching strategies based on latest developments and technologies.
- Provided excellent internal and external customer service, creating a positive experience for patrons and practicing safe work habits through professional and courteous behavior.
- Delivered individual and group art instruction and adapted teaching styles to mesh with artistic levels of diverse student groups.
- Incorporated artistic techniques and optimal instructional practices to develop successful course and lesson plans.
- Organized “how to draw” binders for participants to quickly reference characters of interest without the use of a phone.
- Established and enforced classroom rules, monitoring students for appropriate and respectful behavior.

***Office Assistant (July 2022 to Present)***

*Tualatin Hills Park & Recreation District - Beaverton, OR*

- Provided helpful information and assistance regarding schedules, program descriptions, and general district information.
- Knowledge and experience in office management principles, and effective application to work-related problem-solving.
- Understanding of relevant software and computer operations, particularly Office 365 platforms such as Word, Excel, and Teams, and can confidently utilize proprietary patron registration software.
- Created flyers, brochures, and PowerPoint presentations for center needs and events and maintained internal filing systems for digital and hardcopy documentation.
- Greeted incoming visitors, verified identification, and provided key fobs. Also assisted guests with facility information and access to classrooms and fitness areas.
- Maintained discretion and integrity in dealing with confidential and sensitive data.
- Input data and information into databases for tracking purposes.
- Answered telephone calls, assisted with general inquires, and distributed messages to appropriate personnel.
- Created professional letters, spreadsheets, and emails to support day-to-day business needs.

- Reduced office inefficiencies by organizing, monitoring and replenishing office supplies and kept office documents well-organized to quickly retrieve files for team members.
- Answered calls on multi-line telephone system to direct callers, provide information and make appointments.
- Defused conflict with critical thinking, emotional intelligence, and tactful communication.

***Holiday Bookseller (November 2022 to January 2023)***

*Powell's City of Books - Portland, OR*

- Processed goods through POS register system to track inventory and return proper bills and coins.
- Provided accurate product information to help customers make more educated decisions and provided multimedia product offerings for both physical and digital titles.
- Applied interpersonal and communication skills to upsell new products to customers.
- Prepared products for displays and in-store demonstration tables to promote new merchandise and sales items to maintain visually appealing environments.
- Answered product questions and helped customers find requested books and other items.
- Tracked and ordered merchandise to maintain stock levels.
- Maintained knowledge of current sales and promotions.
- Arranged items on promotional displays and shelves.
- Helped customers find desired items and sizes by closely supporting each person throughout the buying process.

***Protection Services Officer (January 2022 to August 2022)***

*Portland Art Museum - Portland, OR*

- Monitored and operated camera & access control systems, fire alarm systems, and communicated with law enforcement, fire departments and emergency medical personnel as needed.
- Patrolled in environments that included interactions with people suffering from mental illness and/or under the influence of drugs/alcohol, resolving conflict using de-escalation techniques while upholding equity and inclusion values.
- Activity documentation, data entry and report writing in objective manner/ tone and being aware of unconscious bias.
- Issued passes/Keycards to visitors, contractors and vendors, maintained proper key inventory.
- Initiated critical emergency response procedures when necessary.
- Monitored Art deliveries, shipping and receiving of parcels as well as mail processing & delivery as required.
- Performed gallery opening and closing duties as well as exterior patrols.

- Greeted visitors, issued passes/key cards to contractors and caterers in a welcoming and inclusive manner while performing campus safety and security checks.
- Communicated museum policies in a respectful manner using flexibility and discretion to achieve a safe and positive outcome.
- Interacted with visitors in a welcoming manner by assisting with wayfinding and providing information related to the Museum collection, public programs, and events.
- Used appropriate techniques and tactics to calm clients and alleviate tense situations.

***Protection Services Officer (January 2018 to May 2021)***

*Speed Art Museum - Louisville, KY*

- Monitored multiple systems and equipment, including but not limited to: CCTV, Burglar Alarm, Fire Alarm, and Access Control. Controlled access and patrols of buildings and exterior grounds to prevent, report, and mitigate security and safety issues, reporting building/property damage, electrical interruptions, gas/weather leaks, flooding, and temperature/humidity controls.
- Implemented timely and appropriate response to all alarm events, Museum policy violations, safety and security concerns and/or incidents by following established security procedures.
- Maintained knowledge of Museum policies, procedures, post instructions, personnel, organization, exhibit locations, and areas of interest. Politely and professionally enforced Museum security and safety policies and procedures with all guests, volunteers, and staff. Assisted guests and staff regarding general inquiries and Museum rules by representing the Museum in a professional and guest-service oriented manner.

***PT Art Sparks Facilitator (May 2018 to March 2020)***

*Speed Art Museum - Louisville, KY*

- Developed and facilitated studio and outreach programs that involved people to learn about current exhibitions and permanent collections.
- Taught hands-on workshops, drop-in activities, supervised after school programs, and designed the rotating Maker Space tables. Cleaned/sanitized areas after use.
- Worked with children and adults on a one-on-one basis as well as in groups up to 250.
- Trained volunteers on how to facilitate interactions with visitors and answer important questions.
- Worked with youth summer camps on a variety of media including drawing, painting, mixed media, printmaking, and 3D pens.

***Production Worker (February 2016 to June 2018)***

*Signarama Downtown - Louisville, KY*

- Worked one on one with clients to design comprehensive materials about their custom signs. Reviewed proofs to make sure material is on hand for production.

- Used Adobe programs such as Illustrator and Photoshop to develop or improve designs.
- Applied knowledge in simulated-color process printing and graphic design to create fresh looks.
- Prepared materials by cutting substrates to size or custom cutting to a specific shape and “weeded” excess vinyl in order to transfer graphic to substrate.
- Utilized Braille presses, CNC Router, Laser Engraver, and other machinery for production needs.
- Coordinated orders with desired quantities stock specifications and special printing instructions to match customer desires.

### ***Screenprinter (2014 to 2016)***

*River City Workwear - New Albany, IN*

- Calibrated equipment to account for the humidity and temperature during printing.
- Worked regularly from digital files, adjusting the appearance and color to produce the best quality printing results.
- Collected and inspected random samples during print runs to identify necessary adjustments.
- Followed work orders to set up and break down screen printing jobs.
- Worked with minimal supervision to consistently meet high quality and production standards.
- Kept work area clean, supplies stocked and trash picked up to stay productive between printing jobs.
- Used Adobe programs for logo designs.
- Organizing and cleaning the shop. Maintaining inventory and silkscreen maintenance.

### ***Freelance Photographer (2010 to 2013)***

*Jefferson Community College - Louisville, KY*

- Photographed in the studio at Jefferson Community and Technical College.
- Worked with groups like the Louisville Ballet, Future Business Leaders of America, and Ripley’s Aquarium.
- Wedding Photography
- Engagement Photos
- Food and Flowers on Film
- Landscape Photography
- Screenprinting, Solar Plates, and Monotyping using photography processing

## **Education**

2013-16 Bachelor of Fine Arts in Printmaking, IU Southeast, New Albany, IN

2011-13 Associate of Arts in Graphic Design, IU Southeast, New Albany, IN

## Awards

2017

- *Art's Council of Southern Indiana Purchase Award*, Permanent Collection, New Albany, IN

2016

- *Dean's Purchase Award*, Permanent Collection, IU Southeast, New Albany, IN
- *Student Travel Grant*, Office of Campus Life, IU Southeast, New Albany, IN

2015

- *Studio Arts Award*, Juried Art Show, IU Southeast, New Albany, IN
- *Student Travel Grant*, Office of Campus Life, IU Southeast, New Albany, IN

2013

- *Chancellors List*, IU Southeast, New Albany, IN

2012-15

- *Dean's List*, IU Southeast, New Albany, IN

## Professional Experience

2017

- *Frogman's Print Workshop Full Summer Assistantship*, Omaha, NE
- *Water-based Screenprint with Matthew Hopson-Walker*, Frogman's Print Workshop, Omaha, NE
- *Artist Books and Enclosures with Sarah Bryant*, Frogman's Print Workshop, Omaha, NE

2016

- *Digital Printmaking with Curtis Jones*, Frogman's Print Workshop, Omaha, NE
- *Mid America Print Council Biennial Conference Volunteer and Screenprinting Demonstration*, University of Louisville, KY, and Indiana University Southeast, IN
- *Juried Student Art Exhibition install*, Barr Gallery, IU Southeast, New Albany, IN
- *FAST Break, Bridge to College*, prepress production, IU Southeast, New Albany, IN

2015

- *HIPs Engraving with Johanna Mueller*, Frogman's Print Workshop, Vermillion, SD
- *New Albany Public Art Walk*, screenprinting demo, Carnegie Center for Art and History, New Albany, IN
- *Pitty Fair: Saving Sunny Fundraiser*, screenprinting demo, St. Joes Children's Home, Louisville, KY
- *FAST Break, Bridge to College*, prepress production and screenprinting, IU Southeast, New Albany, IN
- *Time Machine*, collaborative group performance and screenprinting demo, IU Southeast, New Albany, IN 2014-15 River City Workwear, paid internship in screenprinting, New Albany, IN

2014

- *Intro to Printmaking assisting Professor Brian Jones*, solar plates, IU Southeast, New Albany, IN

## Publications

2016

- *Louisville Visual Art, Artabella Daily Archive*, Featured Artwork by Angie Howard, Louisville, KY <http://www.artbelladaily.org/artists/angie-howard/>
- Krolak, Steven. "*BFA students and their work...*," *The Horizon*, IU Southeast, New Albany, IN  
<https://now.ius.edu/2016/05/bfa-students-and-their-work-featured-on-louisville-arts-website/#.V0BqKSY0qPk.facebook>
- *The Student Review, Unflattening the Night Sky*, Relief Engraving, IU Southeast, New Albany, IN

2015

- Simpson, Ty. "*Inflating New Life into Downtown*," *The Horizon*, IU Southeast, New Albany, IN <http://www.iushorizon.com/17218/news/inflating-new-life-into-downtown/>
- Triplett, Jo Anne. "*Staffpicks: Malleable*," *Leo Weekly*. Web. 30 December 2015. Louisville, KY <http://www.leoweekly.com/event/malleable/>

2014

- *The Student Review, Rabbit*, Screenprint, IU Southeast, New Albany, IN
- Interdisciplinary Combinations, Fine Arts Blog, IU Southeast, New Albany, IN  
<https://blogs.ius.edu/fine-arts/2014/10/30/interdisciplinary-combinations/>

2013

- *The Student Review, La Fin Du Monde*, Digital Illustration, IU Southeast, New Albany

2011

- *Interview: Artography, whas11.com*, March 20th 2011, Louisville KY  
<http://www.whas11.com/video/featured-videos/Interview-Artography-118323724.html>
- Craig, Kelly. "*Artography 2011: A Celebration of Art and Community*," Louisville.com, Louisville, KY  
<https://www.louisville.com/content/artography-2011-celebration-art-and-community-art-and-music>

2010

- Triplett, Jo Anne. "*Staffpicks: Brainwork*," *LEO Weekly*, Louisville KY  
<http://www.leoweekly.com/2010/05/staffpicks -231/>

## Selected Group Exhibitions

2016

- *Mid America Print Council Members Juried Exhibition (MAPC)*, Carnegie Museum of Art and Art History, New Albany, IN Juror: Brian H. Jones
- *Imaginary Prisons: Retelling Piranesi's Cariceri*, Arts Council of Southern Indiana Pat Harrison Gallery, New Albany, IN

- ***IUS Printmaking Alumni: Mid America Print Council***, Library Gallery, IU Southeast, New Albany, IN
- ***Bank On It***, The Old Bank of New Albany, New Albany, IN
- ***Alternate Environments: BFA Thesis Exhibition***, Ronald H. Barr Gallery, New Albany, IN
- ***Student Juried Art Exhibition***, Indiana University Southeast, New Albany, IN, Juror: Steve Snell
- ***Collisions***, Arts Council of Southern Indiana, New Albany, IN
- ***Does You Inspire You***, Space Lab, New Albany, IN

2015

- ***Malleable***, Garner Narrative Contemporary, Louisville, KY
- ***Rhythm***, Ronald H. Barr Gallery, Indiana University Southeast, New Albany, IN
- ***Hands: Shaping Our World's***, Cultural Arts Gallery, Indiana University- Purdue, Indianapolis, IN
- ***Balloonacy***, Pawn Shop in Downtown New Albany, IN
- ***Student Juried Art Exhibition***, Juror: Susanna Crum, Ronald Barr Gallery, IU Southeast, New Albany, IN

2014

- ***Growth***, Papermaking Art Show, Barr Gallery, IU Southeast, New Albany, IN
- ***Interdisciplinary Combinations***, Space Lab, IU Southeast, New Albany, IN

2013

- ***Juried Student Art Exhibition***, Juror: Emily Sheehan, Barr Gallery, IU Southeast, New Albany, IN

2012

- ***Graphic Works***, August First Friday Trolley Hop, Clay Buffett, Louisville, KY

2011

- ***Artography 2011***, Creation Gardens, Louisville, KY

2010

- ***Scattered Decora***, Tim Faulkner Gallery, Louisville, KY
- ***Louisville Arts Live***, Prime Lounge, Louisville, KY