



hello! my name is heather divoky...

...and i
want to
work
with
you!

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Experience

South-Tek Systems / January 2016 to Present

Position: Inside Sales and Marketing

Responsibilities: Creates digital and print work, copywriting, & design solutions for a company manufacturing Nitrogen Generators, also sizes and quotes products and interacts with vendors.

- Lead redesign team from aged website to a responsive, mobile-ready website with a full-featured shop. SEO leads showed significant growth after this redesign.

Rumor Has It, PR (now Heather Divoky Art Projects) / September 2012 to Present

Position: Art Director & Co-founder

Responsibilities: Head of design and art projects for PR firm, creates digital and print work, creative copywriting, & design solutions for Southeastern North Carolina.

Website for samples of work: www.heatherdivoky.com/design

- Maintains Twitter account for Art Projects with 17,000 followers
- Art Projects have been featured nationally and internationally
- Clients include the Arts Council of Wilmington and the Wilmington Jewish Film Festival

Leland Cultural Arts Center / March 2015 to Present

Position: Arts Administration Specialist

Responsibilities: Part of a dynamic team that started the facility, including anything from building shelves to marketing efforts such as most adverts, social media, and contributing to Arts programming.

- Marketed and helped run the first annual Holiday Market, which occurred over 2 days and had more than 500 unique visitors.

Time 2 Remember Photography / September 2012 to July 2013

Position: Photography Studio Manager

Responsibilities: Active receptionist, assistant to photographer, head of marketing and design, managed client-business financials, and helped in editing photographs.

- Created 3 successful social media campaigns that resulted in 15+ memberships for a contracted 3 year photography program

Cheekwood Botanical Gardens and Art Museum / August 2011-December 2011

Position: Public Programs and Education Intern

Responsibilities: Event coordination (up to 1,000 attendees), created activities for children based on current exhibits, designed and created engaging content for museum brochures, researched and prepped new installations.

Proficiencies

Exceptional: Writing (including grants), editing, client-business liaison, curatorial practices, copy content, Adobe Creative Suites, extensive social media knowledge, XHTML, CSS, & knowledgeable in the Arts.

Languages: English (native), Spanish and Dutch (intermediate)

Creative Media: Illustration, Rendering, Painting (oil and acrylic): each as Fine Art and Technical.

Other: Personable, diplomatic, and an effective communicator; excellent research skills with regards to discovering, analyzing, and conveying information; professional in any work environment.

Education

Leiden University / Leiden, Netherlands

Masters in Arts and Culture, Museum Studies

Appalachian State University / Boone, North Carolina

BFA in Art History, Minors in Archaeology, Art, Chemistry

Gallery experience, including 6 solo shows (see www.heatherdivoky.com for a full list)

References available upon request.