

Liz Moore

www.LizMooreDesign.com

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**Store Sign Artist**

9/2013-present

**Trader Joes, Hingham, MA**

- Draw large scale price signs with illustrations by hand on a daily basis.
- Work within a time frame, and set schedule.
- Replace and fix any broken signage.
- Assist with all other daily store operations.

**Store Manager**

1/2012-9/2013

**Phillips Candy House Dorchester, MA**

- Manage daily store operations, and employees.
- Assist in preparing chocolate for display in store.
- Keep store replenished and full, with correct signage and proper labelling.
- Assist General manager with any and all store operations as needed.

**Store Manager**

9/2011-1/2012

**Claire's Boutique Cambridge, MA**

- Managed daily store operations, and employees.
- Was in charge of monthly updates to the look and layout of the store.
- Created and managed work schedules.
- Pierced ears for customers aged 3 months and up.
- Ordered all store supplies as needed.
- Interviewed and hired new employees.
- Managed and maintained daily paperwork of sales and sales trends.
- Calculated future sales trends based on past sales history.

**Manager / Graphic Designer**

8/2000-4/2011

**Paradise Bowl Inc. Needham, MA**

- Created all promotional literature including advertisements for all print media.
- Created and designed the company website: [www.NeedhamBowlaway.com](http://www.NeedhamBowlaway.com).
- Managed, wrote, and designed the monthly e-mail newsletter.
- Supervised the 2005 redesign of the Bowlaway, creating an overall new look.
- Trained new employees.
- Pinsetter mechanic, assisted in rebuilding pinsetters and general maintenance.
- Scheduled and hosted birthday parties and events.
- Assisted in all other operational aspects of the Bowlaway.

**Graphic Designer/Recording Secretary**

2005-2007

**Massachusetts Bowling Assoc. Haverhill, MA**

- Was assigned to the MBA's Promotions Committee to provide a wide variety of all print graphics services, including flyers, coupons, and various promotional posters.
- Recorded minutes of MBA meetings.

**Education**

1996-2000

**School of the Museum of Fine Art Boston, MA**

- Graduated the SMFA Studio Art program in 2000.
- Majored in Painting and Graphic Arts, also studied Ceramics.
- Was chosen to be a part of the Studio Painting program, a program in which only a few students are selected to participate.

**President**

2011-Present

**Weymouth Art Association, Weymouth, MA**

- Organize and run the art association of the town of Weymouth, MA.
- Address the association at their monthly meetings, update them of news and events, and introduce the monthly artist demonstrator.