

Tracey Michelle Hawkins
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Employment			
	Art Institute of Atlanta Lead Professor of Art History	Atlanta GA	2000- Present
	<ul style="list-style-type: none">• Create lectures and course materials• Design and conduct independent study projects with students• Grade student work• Organize guest lectures• Organize, curate, and install exhibits in the AiA Gallery• Lectured, supervised and graded students on two-week Odyssey Program Trip to Russia (June 2003)• Lectured, supervised and graded students on three-month Odyssey Program Trip to Strasbourg, France, and coordinated all logistical aspects of the trip in preparation before, during, and after (Summer Quarters 2004, 2005, 2006)		
	Freelance Writer & Editor	Atlanta GA	2003- Present
	<ul style="list-style-type: none">• Specialize in Artist Statements/Profiles and Gallery Reviews		
	The Sportsman's Gallery, Ltd.	Atlanta GA	2001-08
	<ul style="list-style-type: none">• Managed gallery inventory and sale of artwork• Managed artist and client databases and relations• Curated and installed exhibits		
	Raymond Lawrence Gallery Gallery Director	Atlanta GA	1999-01
	<ul style="list-style-type: none">• Curated and installed exhibits• Organized all gallery opening receptions<ul style="list-style-type: none">Designed InvitationsWrote and designed press releasesSelected entertainment and caterersHosted opening receptions• Designed marketing collateral<ul style="list-style-type: none">Web-site layout and copyCorporate presentations• Actively sought new artists and private and corporate clients		
	EDL & Associates Art Consulting Librarian and Database Manager	Atlanta GA	1999
	<ul style="list-style-type: none">• Created and updated artist and client files• Managed Microsoft Access databases• Organized artist presentation meetings• Recruited and contacted new artists• Assisted with marketing collateral		
	Emory University Teaching Assistant	Atlanta GA	1997-98
	<ul style="list-style-type: none">• Conducted museum seminars, created courses lectures, graded student work• Lectured, supervised students, led on-site museum and architectural tours, and graded student work in Paris, France, during a summer study-abroad program		

Employment Continued	Lockwood Greene Consulting Independent Research Consultant	Atlanta GA	1998
	<ul style="list-style-type: none"> • Researched various databases; analyzed labor market and industry growth 		
	Turner Original Productions Production Assistant	Atlanta GA	1997
<ul style="list-style-type: none"> • Prepared press kits; organized producers' meetings and special screenings 			
Education	Columbus Museum of Art Curatorial Intern	Columbus OH	1995
	<ul style="list-style-type: none"> • Assisted with full inventory of permanent collection • Updated restoration reports into computer system • Physically handled, transported, and cared for artworks 		
	Emory University MA in Art History Major Fields: Modern European, Italian Renaissance, Mannerism 3.8 GPA	Atlanta GA	1999
Ohio Wesleyan University BA Summa Cum Laude in Art History and Humanities/Classics Minors in English and Studio Art 4.0 GPA Phi Beta Kappa	Delaware OH	1996	
Honors			
Ohio Wesleyan Slocum Prize in Classics		1996	
1870 English Award for Non-fiction Writing		1996	
Eloise King Shaw Special Recognition for Art History		1996	
Humanities/Classics Department Award for Outstanding Graduate		1996	
Omicron Delta Kappa, President		1995-6	
Phi Eta Sigma, National Scholarship Recipient		1995	
Sigma Tau Delta, National English Honorary Society, inducted		1995	
Phi Society, President		1994-5	
Phi Eta Sigma, inducted		1993	
Publications	Contributing Editor, Writer and Design Consultant for the award-winning site <i>thevileplutocrat.com</i> (One Show Merit Award, SXSW Web Winner, SXSW Blog Finalist, Silver Atlanta Addy's Winner, Silver International Davey Awards Blog Winner, Silver International Davey Awards Political Site Winner)		2009-Present
	<i>American Contemporary Art</i> Contributing Writer, September/October Issue		2008
	<i>Rocky Mountain Arts/Art Experience West</i> Editor, Art Director, and Writer of on-going visual arts section for Frontier Airlines in-flight magazine		2002-5
	<i>Art Experience: A Magazine for the Visual Arts</i> Writer and Editor-in-chief of visual arts section for AirTran Airlines in-flight magazine		2003

**Computer
Skills**

IBM and Macintosh, Microsoft Windows, Microsoft Word, eCompanion, SLP-Pro, PageMaker, Word Perfect, Microsoft Access (Certified), 4-D, File Maker, Masterpiece, ACT!, PowerPoint, Research Databases: MLA, BHA, Art Index, Periodical Abstracts, Lexis/Nexis, Galileo, ABI Inform, EBSCO Business Search
