

Patricia M. Coyle
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EXPERIENCE

Florida Wildflower Foundation Maitland FL 2018

Administrative Assistant

Worked with Word, Excel and Outlook programs
Replied to emails and voicemails
Answered phones
Ordered office supplies
Assembled and mailed informational material
Assisted with the execution of annual symposium

Franklin Free Library Franklin NY 2015-2017

Co-Director

Ordered and processed new materials including books, DVDs, magazines and audio books
Coordinated children's summer programming
Researched and assisted writing various grants for the library and received over \$7000 from institutions throughout New York State and the US
Spearheaded movie events held at the library
Wrote press releases for social media platforms Facebook and Wordpress
Wrote monthly email updates to patrons using Mailchimp
Processed new patron applications
Organized volunteer schedules for library coverage, bake sale events and annual book sale

Franklin Free Library Franklin NY 2010-2015

Volunteer

Organized and implemented toddler storytime

Creative Loafing Atlanta GA 1995-2000

Production Manager/Assistant

Pre-press production for weekly newspaper
Laid out copy, pictures, ads and graphics
Prepared photos for printing
Manually set-up four color film separation

Grinter Galleries Gainesville FL 1989-1991

Assistant Curator

Assisted in curating exhibitions
Supported director with fundraising and gallery events

EDUCATION

BFA in Studio Art University of Florida 1991

AWARDS

Community Arts Funding Grant The New York State Council on the Arts 2012

EXHIBITIONS

SNAP! Florida Showcase Orlando FL 2019-2020

Pennies, Band Aids and Safety Pins Walton Theatre, Walton NY 2015

Hungry Ghost Stagecoach Run Arts Festival, Franklin NY 2015

Hazel Was a Bear Bright Hill Gallery, Treadwell NY 2012

Altered State Orange Studio, Orlando FL 2009

Created and executed one night only art installation for myself and 8 other artists