

ROBYN A FRANKLIN

5219 CR 172, Alvin, TX 77019 | (C) (979) 824-4533 | artfulgardener@gmail.com

skills

Documentation, research, updating databases, communication
Computer software (Microsoft Office, AutoCAD, Adobe CS5)

education

Bachelor of Fine Arts: Painting (Architecture minor)
University of Houston-Main Campus

May 2018 – Summa Cum Laude

Associate of Arts
Brazosport College

Dec. 2015 - Summa Cum Laude

internship

Blaffer Museum (University of Houston)
Research and education internship under Katherine Venemen

Fall 2017

work history

Licensed Realtor
Houston TX Real Estate People

Sept 2016 - Current
Houston, TX

Circulation Assistant
O'Quinn Law Library - University of Houston Law Center
Assisted patrons in use of the library facilities. Performed regular circulation tasks.

Aug 2015 - Current
Houston, TX 77204

MLS Coordinator/Receptionist
Coldwell Banker United Realtors

Oct 2009 - Sep 2013
Lake Jackson, TX

Answered all incoming calls, responsible for all data input and updates into two MLS databases, assisted agents in preparation of marketing materials. Partnered with clients in marketing to execute collateral creation projects.

Crew Leader
U.S. Census/Dept. of Commerce

Apr 2010 - Sept 2010
Rosenberg, TX

Responsible for all aspects of management for 20 census takers, including training of census workers, order preparation, payroll, discipline and termination.

Sales and Customer Service
Alvin Tree Farm/Newton Nursery

Dec 2008 - Sep 2009
Alvin, TX

Responsible for all sales, customer service and all office duties. Attended trade shows and created marketing videos for shows. Formatted text and graphics for blog posts, newsletters and other materials.

Manager
Barn Owl Garden Center

Sep 2006 - Aug 2008
Carol Stream, Illinois

POS system, customer service and retail sales,
plant care and store displays, inventory, purchasing.

Principal
Artful Gardener

Apr 2004 - Oct 2008
Winfield, IL

Garden Design, all aspects of design, sales, accounting and marketing.

Inside Sales
American Light

Jun 2003 - Apr 2004
Itasca, Illinois

Responsible for internal customer service and sales.

Network Engineer
Teligent

Apr 2000 - Apr 2001
Chicago, Illinois

Designed and incorporated new building sites into existing network utilizing least costly routing of leased facilities. Supported 13 markets in the Midwest. Developed capacity management system for all levels of bandwidth and requested facilities as needed.

Sales Support Manager/Outside Sales
Design Galleries, Inc. and Total Lighting Resources

Oct 1998 - Apr 2000
Apr 2001 - June 2003
Chicago, Illinois

Supported two Vice-Presidents of outside sales/decorative lighting.

Design Assistant/Office Manager
Vinyard Design Collaborative

Feb 1998 - Oct 1998
Glen Ellyn, Illinois

Responsible for all aspects of office management including purchasing,
accounts payable/accounts receivable, payroll, travel itineraries, material selections,
and resource library maintenance.

Engineering Assistant
Ameritech/AT&T

Jan 1992 - Jan 1997
Chicago, Illinois

Worked closely with Wire Center Design Engineer on all aspects of jobs. Drew construction plans on Intergraph Micro station (CADD) and ARES. Updated and maintained complete wire center records. Report preparation and generation, detailed specs of final designs.

volunteering

Habitat for Humanity of Southern Brazoria County ReStore

Saturday Manager of the ReStore in Lake Jackson from 2011-2015
ReStore Volunteer since 2009