

Haley Ledford

Professional Resume

Contact:

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Education:

COLORADO STATE UNIVERSITY

Master of Arts Leadership
& Cultural Management

January 2024 - August 2026

LEWIS & CLARK COLLEGE

Bachelor of Fine Art

August 2020 - May 2022

SAN DIEGO STATE UNIVERSITY

Studied Studio Art

August 2018 - May 2020

Skills:

Fine Art

Arts Management

Design

Sales

Curation

Leadership

Outdoor recreation

Typing

SignMaster (vinyl cutting
software)

Special Events Operations

Adobe Creative Cloud

Experience

Receptionist: Cambium Spa

September 2025 - present

Working the desk for Schweitzer Mountain's on-site spa. Duties include taking phone calls, email correspondence, merchandise sales, guest interactions (checking into appointment, taking them to their appointment, etc.), reports and administrative duties, and regular cleaning duties. Other duties include festival booth operations and sales during resort events.

Sign Shop

September 2024 - present

Work independently to create signage for Schweitzer Mountain under the direction of the marketing team. Skills include utilizing Sign Master computer software and Adobe Illustrator to design and cut vinyl decals, paint sign materials, and draw designs on chalkboard signs using paint pens. Projects can include window decals, safety signs, vehicle decals, wayfinding signage, trail signage, and more.

KinderKamp Toddler/Infant Room Lead + Desk

November 2023 - September 2025

Led a team of childcare providers working at Schweitzer Mountain's daycare facility, KinderKamp. Greeting guests, filling out and organizing paperwork, booking reservations using Siriusware, taking phone calls, and ensuring policy/procedures are followed. Based care for infants and toddlers. This included feeding, diapering, playtime, etc. Ensuring staff know what they should be doing and following schedule.

A.M. Gallery Assistant

January 2025 - July 2025

This position began as an internship and developed into a part-time hybrid position. Primary job duties include design and planning for social media, web design, photography, marketing material design, and occasional on-site duties such as client interaction and sales.

Art Spirit Gallery Sales Associate

Summer 2023

Assisted the lead sales specialist with artwork sales using point-of-sales system. Additional duties included curation, hanging artwork, patching and painting walls, event assistance, and general gallery day-to-day operations.

Treefort Music Festival Venue Manager (Apprenticeship)

March 2023 & March 2024

Worked alongside Zone Manager to ensure each band's arrival at a variety of downtown Boise venues. Additional tasks included assisting bands with equipment, directions upon arrival, and any other needs before starting their set.