

Neal Roth Williams

#### SUMMARY OF QUALIFICATIONS

\*I believe that my planning and organizational skills, as well as my communication and research capabilities would make me a prime candidate for employment. My proven track record of working successfully with personnel and clients from various socioeconomic backgrounds as well as the general public and news media, would make me an asset to any employer.

#### PROFESSIONAL EXPERIENCE

February 2007 to Present – West Baton Rouge Conference & Visitor's Bureau  
Tourist Counselor

\*As Tourist Counselor, I was responsible for answering questions and giving advice to travelers from all parts of the United States as well as foreign countries concerning the history of the area, the attractions, and driving tours in the vicinity. I also described to the visitors the recreational opportunities, lodging, restaurants, festivals and special events and day trips from West Baton Rouge Parish. It was a position in which one was required to multi-task constantly, interact with numerous personalities and constantly tailor the individual needs of that person or group in order to give them the optimum tour experience in the local area.

March 2003-2006 West Baton Rouge Museum, Port Allen, LA  
Curator/Registrar

\*As Curator/Registrar, I was responsible for the planning and managing of the Museum's exhibition program of temporary and permanent exhibitions and for the stewardship of the permanent collections, the library, the research collection, and the vertical research files. I also made recommendations for the growth of the permanent collection and for its care and maintenance. I conducted ongoing research, wrote grants to corporate, federal and state agencies and answered inquiries from the public, news media and museum visitors and assisted with tours. My duties further included training and supervising the museum tour guides, student workers and docent volunteers.

2001-2003 Stomas Furniture & Interiors, Baton Rouge, LA  
Staff Designer/Salesman

\*As Staff Designer/Salesman of Stomas Furniture & Interiors, I was one of seven designer/salesmen to service the largest, high-end residential furniture and interior design firm in the area. Our firm represented not only the best furniture lines available in the country; but also carried several European furniture lines and had recently added antiques to the inventory to fully compliment their diverse showroom's appeal. I was to have been made a purchaser by the owners to increase their holdings of antique furniture and accessories; but the acceptance of the position as museum curator preceded my initial buying trip.

2000-2001 Sebastian Antiques / Ken McKay Interiors, Baton Rouge, LA  
Showroom Manager/Designer

\*As Showroom Manager/Designer of Sebastian Antiques, I was responsible for maintaining the displays of upper-end antique furniture, paintings, prints, and objets-de-art, as well as doing major research and some restoration of the items. I also translated from the descriptions from Benezit's "Dictionary of Painters & Sculptures" the French the biographical and exhibition information on those artists whose works were listed in that source and prepared fully descriptive tags with information on that particular piece as to its style, period, and artist. In the owner's absence, I was in charge of negotiating with clients on the prices of particular items. Mr. McKay had full confidence in my abilities in both the history of the artworks as well as their current market values, having discovered several very valuable items of art owned by his clients who had not previously been aware of their market value.

1981-2000 Design For Living, Inc. / Gabriella Rothschild's, Baton Rouge, LA  
President / Senior Designer

\*As President/Co-Owner and Designer of Design For Living, Inc., I supervised accounting and showroom assistants in the day to day running of a design firm and was the Senior Designer responsible for designing and specifying projects of up to 45,000 SF. I oversaw Commercial and Residential projects from their initial planning state to the finished pricing, delivery, and invoicing of "turn-key" installations which were valued in excess of \$500,000.00. As a designer, I maintained the everyday displays of furniture, antiques, and accessories, arranged deliveries of client purchases, traveled to markets to order merchandise for the firm's showroom, issued and verified purchase orders, supplier's acknowledgments, priced materials and samples, kept catalogues and files up-dated for over 300 major suppliers. I additionally handled the insurance coverage for the business (Workmen's Compensation and General Business Liability Insurance) and was a Licensed Contractor for Interior Design as well as a Licensed Interior Designer with the State of Louisiana.

1977-1979 Louisiana State Museum, New Orleans, LA  
Curator of Collections / Registrar

\*As Curator of Collections or Registrar of the Louisiana State Museum, I was responsible for preparing all temporary and permanent receipts and correspondence which pertained to items entering the collection on permanent or loan basis as well as all items leaving the museum on loans. I prepared reports and handled all matters pertaining to the insurance on permanent and loan items in the collection. I assigned the accession numbers to collection materials, coordinated identification photography, and set up and maintained all records and indexes on the Museum's collection. In the event of material or man-made disaster, I was the key person in emergency procedures dealing with protection of and minimizing the loss/damage to the collection to every extent possible. I prepared monthly Accessions Committee Review Lists and supervised packing, transporting and insuring objects of the museum when loaned to other institutions for exhibitions.

1973-1975 U.S. Army - 56th Field Artillery Brigade, Schwäbisch Gmünd, Germany.

Chief Duty NCO of the War Room Pershing Brigade

\*As Chief Duty NCO of the War Room (Operation Center) of a Pershing Nuclear Missile Brigade, I was responsible during an average work shift of having a complete working knowledge of Pershing Missile operations and the routine paperwork necessary to keep a Brigade Command constantly up-to-date on the local and worldwide situation. I was also required to train all officer and NCO candidates for duty in the War Room in Emergency Action Procedures, keep accurate files of Top Secret/Cosmic/Atomal/Crypto information and handle all in-coming calls with accurate and quick information and/or reactions on the Brigade's behalf. Due to the nature of Pershing Missile's nuclear capability, the position I held as Chief Duty NCO was one of extreme importance and high responsibilities normally entrusted only to NCOs with far more service and two ranks higher than that held by me at that time. I also trained two radio teletype operators in the duties of my position once they had received their Top Secret clearances. For my performance of these duties, I received the Army Commendation Medal.

## EDUCATION

Bachelor of Science in Psychology, 1972  
Louisiana State University, Baton Rouge, LA

Bachelor of Arts in Interior Design, 1980  
Louisiana State University, Baton Rouge, LA

## LICENSES, ASSOCIATIONS AND COMMUNITY SERVICE

\* Licensed by the Louisiana State Board of Examiners of Interior Designers.

\*Licensed by the Louisiana State Board of Contractors as Interior Design Contractor.

\*Professional Status Member of the American Society of Interior Design.

\*President of the Spanish Town Civic Association, 1981-1982.

\*Member of the Mayor's Commission on the Historic District Study Committee, 1982.

\*Member of the Baton Rouge Symphony Chorus since its founding, 1984.

\*Member of the Advisory Committee for Rededication of the Old State Capitol  
Louisiana State Archives / Secretary of State, 1992.

\*Member of the Exhibits Committee for the Old State Capitol.  
Louisiana State Archives, 1991-1992.

\*Designer and furnished the interior of the Governor's Office Exhibit for the Old State  
Capitol, Louisiana Secretary of State, 1994.