JOHN SMITH

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Email Address Twitter

HIGHLIGHTS OF QUALIFCATIONS

- Enterprising supervisor and administrative manager with proven history in the delivery of quality customer experiences
- Effective interpersonal skills, a strong work ethic and a broad range of organizational and project coordination skills
- Core competencies in the ability to identify client needs, communicate objectives, and shape service initiatives
- Aptitude to analyze financial statements to assist finance and fiscal teams in assessing organizational improvements
- Articulate, persuasive communicator with success in written and verbal mediums; Fluency in English and Spanish

PROFESSIONAL EXPERIENCE

Administration/Supervision/Leadership

- Manage the daily administrative operations of large-scale photo lab production facility with 300 employees
- Supervise, interview, hire, train, organize work assignments, resolve workplace issues and problems
- Work closely with senior editors representing the most respected magazines and television news stations across the United States to develop effective concepts and deliver on time and on specification photographs and videos
- Photograph hundreds of quality, attention-grabbing portraits of individuals and families in a variety of settings

Sales/Marketing/Social Media

- Build and maintain long-term relationships with media buyers resulting in residual and new business referrals
- Active in the photography community, founding member of an international photo collective with over 200 members
- Make effective use of social media for developing online marketing program reaching over 1,350 businesses
- Develop business websites, successfully integrate search engine optimization and social media components

Client Services/Customer Relations/Problem Solve

- Advise Carnegie Community College on implementing a photography and videography program of instruction
- Execute a photo marketing program for a forty-five member retailers group improving foot traffic by 39%

EMPLOYMENT

CHA Photo-Graphics, Inc.		2006 – Current
	Operations Administrator	2014 – Current
	Photo Department Supervisor	2011 – 2013
	Special Events Coordinator	2006 – 2010
Major City Daily	Sr. Photographer [On call Contractual]	2010 – Current

EDUCATION

State College	Bachelor of Science	Business Administration	2009
Community College	Associate of Arts	Photography	2006

SPECIALIZED INSTRUCTIONS AND TRAINING

PV Associates	Certificate	Digital Lab Management	2011
Institute Art + Design	Certified	Media Illustration	2009

PROFESSIONAL MEMBERSHIPS AND ORGANIZATIONS

Member	Area Chamber of Commerce	2012 – Current
Member	Association of Professional Photographers	2008 – Current

AWARDS AND RECOGNITION

Association of Business Professionals	Mentor Champion	2013