

Education

- Stevenson University, Bachelor of Arts: Visual Communication Design, 2011; Cum Laude
- Baltimore City Community College, Associates of Arts: Liberal Arts, 2007

Areas of Expertise

Photography and Design

- Utilized digital cameras, lighting knowledge, and communication skills to capture events and portraits.
- Edited images using Photoshop and/or Lightroom.
- Design promotional materials in InDesign, Canva, and Photoshop
- Troubleshoot and updated equipment when needed.
- Incorporated search engine keywords for a public database after digitizing film and print photographs.

Advertising

- Managed and updated a database and newsletter lists to send targeted promotional information, acknowledgement emails, and feedback surveys.
- Networked with communities to inform them of upcoming events and how they could get involved.
- Emailed or called leads to schedule informative meetings to discuss their potential involvement.
- Collected, research, produced, and edited website material to maintain and improve the quality of information.
- Assisted in the development and implementation of content on websites, social media, and marketing collateral.
- Incorporated search engine keywords for a public database after digitizing film and print photographs.

Team Collaboration

- Worked with production and shipping departments a team to gather or combined resources to complete a client's order.
- Motivated cohort to achieve company goals before a given deadline.
- Coordinated activity department logistics, implemented, and evaluated daily programming and special events for 30-40 residents with Alzheimer/dementia and/or physical limitations.
- Organized a planned list of interviewees/collaborators using Google Documents, Google Sheets, and/or Microsoft Word.

Client Services / Administrative

- Acted as a liaison with the community/customer and management to assured that both parties needs were addressed and handled in a timely manner.
- Engaged with potential clientele to gather information about their photography needs to see if we'd be compatible to work together.

Career Progression

• Arts Management Fellow	Urban Arts Leadership Program	Oct 2016 – Jun 2017
• Receptionist	HCR Manor Care	Aug 2015 – Sept 2015
• School Photographer	Victor O'Neill Studios	Jul 2015 – Present
• Photographer/Assistant	Iconic Group	May 2015 – Present
• Wedding Photographer	American Wedding Group	May 2015 – Present
• Program Assistant	HCR Manor Care	Jun 2014 – May 2015