

## PROJECT MANAGER AND PHOTOGRAPHER

### Summary

Executive Assistant who is skilled at multi-tasking and maintaining a strong attention to detail. Employs professionalism and superior communication skills to meet client and company needs. Highly focused and results-oriented office professional who successfully supports complex, deadline-driven operations. Customer-oriented and computer-savvy.

### Highlights

Microsoft Office proficiency

Articulate and well-spoken

Excel spreadsheets

Flexible

Professional and mature

Social media knowledge

Strong problem solver

Appointment setting

Works well under pressure

Customer service-oriented

Administrative support specialist

Mail management

Self-starter

Meeting planning

Skilled and talented photographer.

Executive presentation development

Types 50+ words per minute

Business correspondence

Scheduling

Accomplishments

### *Customer Service* Â

Handled customers effectively by identifying needs, quickly gaining trust, approaching complex situations and resolving problems to maximize efficiency.

### *Administration* Â

Performed administration tasks such as filing, developing spreadsheets, faxing reports, photocopying collateral and scanning documents for inter-departmental use.

### *Reporting* Â

Maintained status reports to provide management with updated information for client projects.

### *Training* Â

Successfully trained staff in all office systems and databases, policies and procedures while focusing on minimizing errors and generating superior results.

### Experience

April 2007

to

January 2016

Company Name City , State Project Manager and Photographer

7.7 years).

Professionally trained through the military.

Over 15+ years of experience with digital photography.

Project manager and freelance photographer.

Event photographer for weddings, bridal showers, prom and graduation photos.

Scheduled events, planned and coordinated venues as well as bookkeeping and for all events.

Digitally manipulated images to improve quality as well as add artistic touch.

Excellent customer service and quality.

Provided customers with digital photography of events.

100% customer satisfaction.

November 2012

to

January 2014

Company Name City , State Independent Consultant

Market and sell high quality kitchen tools and accessories through in-home demonstrations, booths at trade shows, and fundraiser programs.

Provided excellent marketing, sales, demonstrations, order entry, shipping, receiving and customer service.

Maintained inventory, accounting and data entry for small business.

October 2008

to

April 2010

Company Name City , State Tax Preparer

Provided timely and accurate tax preparation and advice for individuals, families and businesses.

Perform e-filing tasks as per schedule

Addressed complex tax issues and tax deduction problems of clients.

Assist clients about legal issues, tax amendments and payment plans.

Interviewed clients and prepared taxes to achieve the most accurate and thorough results for maximum refunds using current tax laws.

Achieved 100% customer satisfaction and client retention utilizing company guided client relations techniques.

July 1988

to

July 2008

Company Name Intelligence Analyst

Honorable discharge after 20 years as a Naval intelligence analyst.

Compared, correlated and disseminated valuable intelligence information to executive level directors via expedited resources during global crisis like 9/11, Haitian earthquake, and the Malaysian tsunami.

Lived overseas in Italy as an operational intelligence analyst providing analysis and administrative assistance at an executive level.

While serving on two aircraft carriers responsible for providing near real time intelligence to executives as well as fighter pilots.

As the Independent Duty Intelligence Officer onboard a naval destroyer, obligations included providing intelligence, administrative support at an executive level, while working independently.

Leading Petty Officer of a division of 30 junior enlisted sailors while stationed onboard the USS John C. Stennis from September 1, 2000 - October 31, 2003.

Head of Intelligence Collection team ("SNOOPY team") of 20 non intelligence trained personnel onboard the USS Mustin from 2002-2005, including providing all intelligence preparation and education for team members.

Education

2013

Old dominion UNIVERSITY City , State , US Bachelors of Art : History

History Major with Minors in French, Geography and Secondary Education.

Achievements/Organizations:

\*Inducted into Pi Delta Phi Spring 2013(Collegiate French National Honor Society).

\*Received the 2013 Emerging Leaders Award from Gamma Sigma Sigma National Service Sorority.

\*President of Eta Rho Chapter of Gamma Sigma Sigma National Service Sorority, Inc., Member of French Club, Community Service Officer of

ODU Student Veterans Association, and Member of Baptist Campus Ministries

#### Languages

Able to speak, read, and write French

#### Interests

#### Associations:

##### Junior League Of Hampton Roads

-Chair for the Junior League of Hampton Roads Touch a Truck Committee from June 2015 to Present. Leading a team of 20 women to plan the annual Touch a Truck fundraising event for the Junior League of Hampton Roads for 2016.

-Co-Chair for the Junior League of Hampton Roads Touch a Truck Committee from January 2015-May 2015. Helped lead a team of 20 to plan and execute a large fundraising event for the Junior League which drew a crowd over 2200 and raised over \$20,000.

##### Gamma Sigma Sigma National Service Sorority

-Active Alumni member at large since 2011

-Sorority President of the Eta Rho Chapter of Gamma Sigma Sigma from Fall 2011-Fall 2012.

-Sorority Service Vice President from Spring 2010 to Fall 2011.

#### Student Veterans of America:

-Alumni member 2013

-Community Service Chair 2012-2013

#### Additional Information

Security Clearance: Inactive TS/SCI Clearance. (DONCAF completed 2008).

Volunteer youth soccer coach for Virginia Rush from October 2006 until October 2014. Coached children on the development of soccer skills as well as team work. Coached U13, U8, and U6 co-ed teams. Volunteer TOPSoccer buddy since 2011, Volunteer TOPSoccer buddy since 2011, aiding children with disabilities to play soccer.

1000+ documented volunteer hours since 2010, continues to volunteer regularly in local community.

#### Skills

Customer Service, Internet Research, Time Management