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| Associate Chair, Photography |

An accomplished administrative professional with extensive knowledge and hands-on experience in organization, time-management, strategic planning, project management and marketing and design. Exhibits strengths in communication, team motivation, coaching and networking. Experienced in hiring and training staff for multiple positions including sales, marketing, education, customer service, and online support. Seeking an administrative position to utilize my expertise in management in order to optimize and grow any business in the areas of Management, Marketing, Arts Education and customer service.

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| **Areas of Expertise** |

Teleconference Research/ Reporting Marketing/ Design Accounting

 Operations Management Customer Service Team Collaboration Staff Supervision

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| **Education**  |

Doctor of Education and Leadership Lynn University

Master of Fine Art Lesley University

Bachelor of Fine Arts Studio Art Florida Atlantic University

Bachelor of Science Business Administration Florida Career College

Associate in Arts Palm Beach State College

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| **Professional Experience** |

**Adjunct Professor**

*Palm Beach State College / Palm Beach Gardens 2019-Current*

Online and face-to-face educator teaching film, photography, art appreciation, and design. Creates engaging lesson plans; ensures and monitors student motivation, engagement, and progress. Leads training for faculty members on how to utilize a variety of teaching methods including classroom, online, workshops, and one-on-one. Develops growth plans, schedules, and implements new programs.

**Adjunct Faculty**

*Palm Beach Photographic Center / Palm Beach 2013-2021*

Educator of various photography courses teaching academics with hands-on training. Designed and transitioned in-person only classes to online learning platforms that enhanced and supplemented the art program and provided increased opportunities for students to participate.

**Art Instructor**

*School District of Palm Beach County 2013-2019*

Devised and taught lesson plans in conjunction with state standards in the area of visual arts, including photography. Monitored student progress and performance. Provided hands-on learning of analog and digital methods. Participated in department and faculty meetings. Fundraised and earned money for classroom equipment and technology.

 **Area** **Manager**

*Cherry Hill Photos West Palm Beach 2009-2017*

Managed multiple locations and teams. Lead management training and conducted performance reviews. Oversaw sales, marketing, budget, and customer service.

**Manager/Photographer**

*Glamour Shots West Palm Beach 2004-2009*

Managed teams to promote, sell, and facilitate photography sessions. Recruited, hired, and trained employees. Conducted performance reviews. Supervised sales and marketing, budgets, cash register balancing, inventory control, and scheduling. Trained photographers to deliver high-quality photos that met or exceeded customer expectations.

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| **Special Skills**  |

Adobe Master Design Suite Photography/ Video Cinematography

Advanced Lighting Advanced Digital Editing Web/ Print Marketing

Office 365 Computer Networking Mail/eMarketing

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|  **Publications** |

LYNN UNIVERSITY Strengthening and Supporting Photography Education Using an Online Multi-Faceted

LESLEY UNIVERSITY The Process of Loss

FLORIDA ATLANTIC UNIVERSITY Apex