ROBERT SMITH

Studio Manager I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Extensive and diverse skill set in the photographic industry in print, ecomm, fashion and product photography. -Experience in building, managing, and mentoring a team of photographers, freelancers and support staff.

CORE COMPETENCIES

Executive Office, Management Accounting, Public Relations.

PROFESSIONAL EXPERIENCE

Studio Manager I

ABC Corporation - October 2008 – August 2011

Key Deliverables:

- Enabling imagination to implement unique poses, and then allowing for captures using specific hardware of portrait photography.
- Management of the studio employees involved providing adequate training on those certain skills and specific accompanying techniques, sales of potential products of those skills, and office administration to handle a high volume of clientele, as I possessed the ability to perform those duties at expert level.
- Using digital camera products to perform this photography, subjects such as children and/or their families required specific placing in a wide variety of poses and grouping to capture in an aesthetically artistic view.
- Using enhancement functions through Portrait Suites Digital Photography Software, functional support of the Windows operating system allowed editing of images uploaded from a camera memory card.
- Client portfolios and appointment scheduling maintenance took place through an internal computer database that included a Point of Sale System for studio sales operations, as well as it integrated a sales history of portrait products purchased.
- Clients orders resulted from editing and enhancing images through the digital photography software, relaying the chosen products to corporate headquarters for production and manufacturing, and then returning via courier when completed.
- Indexing of created merchandise was imperative for clients records to verify order completion before distributing to the clients, or chosen individuals, but only if in possession of receipt of purchase, to maintain privacy laws.

Studio Manager

ABC Corporation - 2007 – 2008

Key Deliverables:

- Responsible for booking and scheduling clients.
- Liaison between engineers and clients.
- Handle financial transactions with clients.

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- Marketing.
- Sales.
- Maintain positive and professional relationship with current clients and create relationships with potential clients.
- Purchasing, maintaining, and repairing equipment..

EDUCATION

- Music Education - August 1995(Montana State University - Billings, MT)

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