



Professional Summary

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.

Areas of Expertise

Teleconference	Research/ Reporting	Marketing/ Design	Accounting
Operations Management	Customer Service	Team Collaboration	Staff Supervision

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

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.

Special Skills

Adobe Master Design Suite	Photography/ Video	Cinematography
Advanced Lighting	Advanced Digital Editing	Web/ Print Marketing
Office 365	Computer Networking	Mail/eMarketing

Publications

LYNN UNIVERSITY	Strengthening and Supporting Photography Education Using an Online Multi-Faceted Approach	2021
LESLEY UNIVERSITY	<u>The Process of Loss</u>	2018
FLORIDA ATLANTIC UNIVERSITY	<u>Apex</u>	2013