



Multi-faceted, personable and detail-oriented professional with over ten years of **experience developing engaging content, providing outstanding customer service, and working closely with management and clients** to ensure a fruitfully positive experience for all involved, currently searching for an opportunity to demonstrate years of **professionally honed business aptitude**, a background in **customer support**, and **meticulous organizational skills** in a corporate or office environment.

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CONTENT CREATOR, EDITOR, AND PHOTOGRAPHER

FashionablyDetailed.com · Love Photography
2005-Present

Develop engaging content for niche audience · Devise and run marketing campaigns to build readership · Create portfolio and market photography services · Make appointments and meet with clients to plan and execute professional photography shoots · Send invoices and collect payments · Provide creative consulting and content creation services · Handle customer service inquiries · Build social media following · Perform digital manipulation and photo editing

OFFICE MANAGER AND PAYROLL ADMINISTRATOR

Culvert's Express · Altavista Chevrolet Mazda · Bongo Inc.
2007-2013

Greeted customers and wrote repair orders · Prepared daily deposits and weekly payroll · Answered client questions in person, by telephone and email · Scheduled appointments · Submitted state and federal payroll taxes and 401K contributions · Enrolled employees in benefits programs · Processed and submitted union dues and maintained all personnel files · Acted as front office greeter to all customers, vendors and outside sales

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EDUCATION

Bachelor of Science, Business Administration · Southern Catholic College

SKILLS

Microsoft Office Suite · Adobe Photoshop · QuickBooks · Photography · Social Media · Document Drafting · Telephonic Support · Human Resources · Payroll

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CONSUMMATE PROFESSIONAL · PERSONABLE TEAM PLAYER · DEDICATED PERFECTIONIST