

EDUCATION

Columbia College Chicago
Bachelor of Arts - Photography (in progress)

August 2010 - Present Chicago, Illinois

EMPLOYMENT

Star Auto Authority

February 2008- December 2009

Client Convenience agent

Vernon Hills, Illinois

- -Performed daily routine consisting of preparing store for opening and closing
- -Made sales calls to clients, explaining needs, priorities and costs of services to be rendered
- -Assisted in managing and creating new workflows
- Implemented and Trained employees in new systems, primarily computer-based

Mbira Technologies

February 2010 - Present

Credit Specialist

Chicago, Illinois

(Promoted from Customer Service Representative October, 2010)

- -Repsonsible for prioritization and fraud prevention of online orders
- -Maintain and improve workflow within and between departments
- -Ensure CSR activity on orders is correct and apply changes in backend system

AWARDS AND SKILLS

Awarded Eagle Scout, Boy Scouts of America, 2006

Familiar with the following software: Adobe Photoshop, InDesign, Bridge, and Lightroom, Phase One Capture One. Also experienced with View Cameras, Speedotron strobe systems, digital and film photographic capture, as well as digital pigment print output with Epson printers.

Work currently exhibited at Waterford Dance Academy, Lindenhurt, Illinois