

Katie Warren

Phoenix, AZ
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Education

The Art Institute of Phoenix

Bachelor of Fine Arts, Digital Photography - Graduated March 2013

Skills

- Adobe Illustrator, Photoshop, Lightroom, QuickBooks, Word, Excel, PhotoShelter, Photo Mechanic.
- Diffusing problem situations and providing time effective solutions.
- Establishing a close working relationship with all clients/customers to make them feel like they're "part of the family".
- Multitask in a fast-paced environment to ensure all deadlines are met.

Professional Experience

Odyssey Creative Co. (formerly Kate Warren Photos) (2010-present)

- Photograph clients on location or in a studio setting.
- Edit and retouch images captured.
- Delivery images in a digital library and/or prepare the files for print.
- Provide print services; large and small format

Operations Manager, Wigal Inc. / dba Brandables (2018-present)

- Act as the point person on all incoming/outgoing orders.
- Manage all logistics with outside vendors and clients.
- Oversee projects from start to finish from processing orders, creating graphics/artwork/photo editing, and accepting/processing payments.
- Conduct quality assurance on all outgoing products.

Admin Assistant/Office Manager, ABF Printing & Marketing (2014-2018)

- Handle customer inquiries, track printing orders, and provide daily updates.
- Work with Graphic Designer to communicate customer requests/needs.
- Responsible for all scheduling and logistics for daily deliveries.
- Daily communication with outsourced vendors on active projects.
- Work closely with production in preparing and packaging of product.
- Assist with various office administration tasks and special projects.

Intern Photographer, Arizona Diamondbacks (2012-2013)

- Ensured all photography equipment and props were correctly staged and ready for photographers before the start of each shoot.
- Scheduling of photoshoot sessions. Setting up light displays.
- Photograph all home games as well as on-site & off-site MLB events.
- Edit, archive, and input metadata on all images captured in the database.

- Fulfill photo and print requests within the organization as well as meet strict financial deadlines.
- Produced content for all social media outlets.
- Photograph all promotional items for advertising and online publication.

References

Annie Lund

Friend of 28 years
701-212-3627

Marianne Williams

Widow of previous boss
602-677-7382

Tanya Velduis

Photography Client/Friend
602-677-7382