

## Professional Experience

### TECHNICAL SUPPORT REPRESENTATIVE

#### Artsystems Inc. (2015 - Present)

- Comprehensive support for Artsystems fine art collections management software, website products, and mobile app
- Training and client onboarding for Artsystem5 web-based software
- User guide documentation and training video production
- Content development for [www.artsystems.com](http://www.artsystems.com)
- Server configuration, client data maintenance, and networking administration

### DIGITAL ASSET MANAGER

#### L. Parker Stephenson Photographs (2013 - 2017)

- Technical advisor for website SEO and administration of [www.lparkerstephenson.nyc](http://www.lparkerstephenson.nyc)
- Content development for online exhibitions, artist galleries and news items
- General image editing and HTML coding for site maintenance
- Critical assistance during domain and URL migration

#### Saul Leiter Foundation (2014 - 2015)

- Artsystems Pro database configuration and inventory workflow setup
- Consultant for image migration and complete network backup solution
- Purchasing advisor for photography equipment, computer and network hardware

#### Howard Greenberg Gallery (2010 - 2015)

- Curator of online database containing 5000+ images and associated metadata
- Image and content development through 2 distinct website builds
- eBay sales development; inventory control and client services
- Oversight and QA for historical image database containing more than 100K records
- Project leader for major database software upgrade

### IMAGING SPECIALIST

#### Full Circle Photo (Sept. - Dec. 2015)

- Archive quality scanning of negatives, prints, and fine art works; utilization of drum and flatbed capture equipment
- Digital services assistant for retouching and printing
- Systems administration: networking and backup configuration for enhanced data management and security

## Freelance Client Services

- Photography outside the studio; portraits, events and interiors  
(Published: *Wall Street Journal*, Feb. 18, 2006 "The Buzz")
- High resolution scanning, restoration, and retouching for prints and negatives
- Fine art advisor to individual and corporate clients; specializing in framing and presentation of photography  
(Installation featured in *Gotham*, Nov. 2006 "Loft At First Sight")

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## Education

### BACHELOR OF FINE ARTS

#### Ohio Wesleyan University (1996-2000)

- Elected as exhibition coordinator for Senior Art Show and Student Art Show (1999, 2000)
- Curator and install assistant for exhibitions at Ohio Wesleyan campus museum; showcasing visiting artists, faculty, and students
- Completed full year seminar program for exhibitions and gallery management
- GLCA New York Arts internship program alumnus (Fall 2000)
- ASITAW summer travel program for photography students alumnus (1999)
- Trained in traditional darkroom and emerging computer assisted photography techniques
- Art history studies included three semesters of specialized photography history
- Developed exceptional written and verbal communications skills

#### **SKILLS**

- Inventory Control
- Exhibitions Management
- Fine Art Logistics
- Archival Framing
- Photography
- Art History
- HTML & CSS
- Image Editing
- SEO Best Practices

#### **SOFTWARE**

- Adobe Creative Suite
- MS Office Suite
- Artsystems
- Quicken/Quickbooks
- GoToMyPC
- Filemaker Pro
- FTP Browsers
- MS Remote Desktop

#### **HARDWARE**

- Apple/Mac
- Microsoft PC
- Networking
- Flatbed & Film Scanners
- Wacom Tablet
- Canon EOS
- Canon FD
- Symbol Barcode