

Nicole Baker

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Experience

Administrative and Photo Dept Assistant, Rosen Publishing - New York City **February 2011-May 2013**

Handled all administrative needs for two distinct departments, Photography and Young Adult Editorial. Drafted contracts, filed publication information with the Library of Congress, Handled deptmental and freelance invoicing, maintained files, data entry, and produced spreadsheets for information organization and billing purposes.

Liaised between Photo Researchers and stock house representatives to maintain correct photography usage records and produce accurate records for billing needs. Compiled detailed information regarding the photos used for all publications to generate invoices for our stock photography sources. Performed project based photo research for publications and website database.

Artist's Assistant, Louise Manifold/ISCP - New York City **January 2011-May 2011**

Performed various duties as needed, including 16mm camera operation, research, materials procurement. Acted as a liaison between artist and vendors, craftsmen, and information resources.

Artist's Assistant, Amy Greenfield - New York City **October 2009-January 2011**

Supported filmmaker in film and video projects and various stages of productions. Aided in the preparation for a retrospective show at the CTS gallery in Brooklyn, NY and with preproduction rehearsals for experimental film. Assisted with video editing, projection, videotaping, 35mm negative handling, equipment handling, and various other needs for the artist.

Internet Sales Associate, The Strand Bookstore - New York City **July 2009-December 2010**

Performed customer service and order management for third party internet based clients, such as Amazon.com and Abebooks.com. Solved shipping issues as needed, assisted in balancing the needs of remote clients vs. in-store customers.

Art Department Associate, The Strand Book Store - New York City **November 2007-March 2009**

Retail environment customer service, inventory organization, stock management.

Photo Editor/Office Assistant/Set Dresser, Weadon Photography - Washington DC **July 2006-September 2007**

Used Adobe Photoshop to retouch and add effects to studio photo portraits, answered phone and in studio customer inquiries, packaged finished photo products, maintained studio, organized props, decorated and broke down seasonal sets as needed.

Education

Bachelor of Fine Art, Film and Television, Savannah College of Art and Design

Material Skills

- Digital Video Editing
- Adobe Creative Suite (Photoshop/Illustrator)
- MS Office (Word/Excel)
- Apple MAC OS
- Windows MS OS
- Database management
- File server organization
- Data Entry
- Project Accounting