

Kevin Fink

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SUMMARY OF SKILLS

- Domain Sales, Site Development & Branding
- Search Engine Optimization
- Fluent in MS Office Suite; Typing = 60+ WPM
- Decade of Admin & Customer Service Exp.
- Excellent Written & Verbal Communication
- Strong Photoshop & Digi-Editing Experience

RECENT PROFESSIONAL EXPERIENCE

Linton Investments, LLC.

February 2010 – Current

Senior Manager, Development Services

- Facilitator of all In-House Web-Development Aspects:
 - Content: Manages Content Writers and Implements Articles Into Websites
 - Graphics: Creates Original Graphics and Header Images via Photoshop
 - Facilitates Offsite Graphic Design For Larger Projects
 - Coding and Site Construction: HTML / CSS Content Creation & Implementation
 - Banner & Affiliate Ad Placement and Implementation
 - Quality Control Assurance: Copy-Editing, Proofreading, Link Testing
- Client Account Manager:
 - Customer Service and Client Relationship Maintenance via Email and Phone
 - Manages Current Clients, Seeks Repeat Business From Old Ones, and Attains Future Contracts

These Are Just A Few of the Sites I Have Built for Linton Investments:

401kplan.co · NewLaptopComputers.org · Telemarketing.co.uk
AffordableCarInsurance.ME · MortgageRefinancing.net · OutdoorPools.org

iHaveThisIdea.com

January 2009 – Current

Founder / CEO: Domain Acquisition, Sales, Monetization & Development

- Ongoing strategy to oversee and monetize portfolio of over 400 domain names
 - in the process of building out a branding-centric blog to cater to the domain name industry
 - “I Have This Idea, What’s Yours?” is the slogan with which to inspire others to use domain names to choose, develop and foster their business & branding ideas – small and large

Yari Film Group

January 2007 – January 2009 (Los Angeles, CA)

Assistant Music Supervisor / Assistant to Executive In Charge of Music

- Co-developed / managed in-house record label, *YFG Records*
 - edited, encoded, tagged and further prepared tracks to be digitally uploaded on iTunes

- using iTunes Producer, maintained database of digitally available product
 - Maintained general accounting for this division
 - Calculated & facilitated royalty splits and payout
 - liaison between artists and Accounting Department
 - Initial point of contact for music department; liaison between outside companies (record labels, composers) and departments & managers within the company (legal, post production)
 - Constructed from scratch the Yari Film Group Music Library (500+ Songs)
 - Achieved goal of generating extensive licensing revenue directly from this project
 - Licensed over \$100k worth of material mere months after completion of library setup
 - Acted as lead clearance coordinator and assistant music supervisor for each project:
 - directly participated in creative process: pitched original song ideas, as well as replacement tracks to help alleviate budgetary constraints
 - Directly consulted with lead music supervisor, director, post production and outside departments
 - Handled all incoming phone calls on switchboard, as well as constant email exchanges
 - Daily use of Microsoft Office:
 - Word (pitch letters, licensing requests, general correspondence o/b/o);
 - Excel (licensing databases, clearance charts, cue sheets);
 - Outlook (email organization, booking appointments via calendar & phone log)
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Makeshifter, Inc.

January 2009 – August 2010 (Los Angeles, CA)

Founder / CEO: eBay & Amazon Sales and Customer Service

- From Setup to Solvency: 15,000+ transactions; independent contractor to 10+ outside businesses
 - item listing/ad copy; invoicing/bookkeeping; packaging/shipping; customer service
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KCRW 89.9 FM

September 2006 – June 2010 (Santa Monica, CA)

- Development Department Intern: maintained Online Calendar (Sept. '06 – March '07)
- Part Time Assistant Sound Engineer for *Morning Becomes Eclectic* (Oct. 06 – Current)

Music Library assistance, Clerical / Office Work, Voice Over / Spot Recording (Oct. 06 – Current)

EDUCATION

- University of California, Santa Barbara: *Bachelor of Arts, Sociology*