

Chapin Mathews

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Richmond, VA 23221

SUMMARY

Office administrator and creative specialist with a strong interest in chiropractic care and ten years of experience in customer service, marketing and content management.

EXPERIENCE

Legal and Marketing Assistant - Kane & Papa P.C. Law Firm

Richmond, Va (2019-2020) (Current)

- Capture all new client phone calls and use positive marketing strategy to schedule appointments.
- Manage schedule; complete important, case-sensitive client materials; oversee daily operations.
- Create and curate website photography, logo designs and outreach strategy for marketing material.

Creative Producer

Boulder, CO (2011-2015) - Los Angeles, CA (2015-2018) - Richmond, VA (2019-2020) (Current)

- Creative Producer specializing in photography and graphic design.
- Produce high-quality visual content while using the scope of quality control, proper file export/storage and deadline delivery for clients nationwide.
- Executive Producer, ORIGIN films; Los Angeles, CA - (2018)
- Photo Assistant to Bil Brown, Los Angeles, CA - (2017)

Manager and Marketing Consultant - Native Hotel

Malibu, CA - (2018)

- Advise, create and curate photography and videography to be used as marketing material for website and social media. Manage all marketing material and client outreach.
- Oversee daily operations of hotel, boutique and guest services for high-end clientele.
- Manage guest communications, bookings, payments, arrivals, and private events.

Office Manager and Marketing Consultant- Energetic Chiropractic

Santa Barbara, CA - (2015 - 2016)

- Create photos and videos to be used as marketing content for website and social media.
- Capture all new and current client calls.
- Manage all marketing material, schedule, payments, supplement orders and daily office operations.

RELATED SKILLS

- Outstanding customer service with a diverse range of clientele and customers.
- Exceptional written and verbal communication skills.
- Able to work independently and collaboratively in order to manage a successful office environment.
- Innate understanding of the healing arts including chiropractic care.
- Yoga Teacher Training received in 2014 from Shoshoni Yoga Ashram, Rollinsville, CO.

EDUCATION

Virginia Commonwealth University, School of Fine Arts, Richmond, VA

Bachelors of Fine Arts in Craft and Material Studies, Dec 2009 (Cum Laude 3.58 GPA)