Work Experience

**PROFESSIONAL EXPERIENCE**

**Gene Ho Photography** 2008 - Present

Photographer/Editor

* Respond to potential and current client inquiries on a daily basis
* Meet with potential clients to pitch the company’s services
* Handle assembling and shipping albums, ordering printed photos, enlarged canvases, and framed photos
* Record bookkeeping of company income, payroll, and expenses
* Coordinate the schedule for the assistant photographers
* Edit all raw images to a high standard of quality

**Starbucks Coffee Company** 2005 - 2009

Shift Supervisor/Barista

* Lead day-to-day activities of barista team and coordinated breaks for hourly partners
* Completed opening, daily, and closing procedures in accordance with policies
* Coordinated with management for new partner training
* Operated cash register and followed cash handling policies and procedures while maintaining proper security of cash at all times
* Implemented product rotation based on product code dates in warehouse, ordered inventory based on need
* Resolved customer complaints