Wendy L. White

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**EDUCATION**

Radford University, Radford, Virginia, 1999

B.S. in Communications, Concentration in Marketing, Media Studies

****Work experience****

Aubert & Duval, USA – Charlotte, NC February 2015—June 2016

Executive Admin, Market Research Analysis and Reporting

Executive Administrative Assistant to CEO and staff. Creative Design of A&D, USA marketing publications, and presentations. Monthly sales/commission reporting. Quoting customer inquiries, maintaining internal spreadsheets records of stocked inventory and shipment tracking. Facilitating the order and shipment process to meet customer deadline. Trade Show Presentation set up and break down.

Wendy White Photography – Charlotte, NC August 2011-- Present

[www.wendywhitephoto.zenfolio.com](http://www.wendywhitephoto.zenfolio.com)

Specialize in Family, Special Events, Charity, Small Business Marketing, Professional Profiles, and Real Estate Photography. Develop company from infancy stages to present. Market Wendy White Photography through Social E-Marketing, Charity events, E-mail blasts and word of mouth. Interview clients and finalize contracts. Research, plan and execute each assignment catering to client’s needs. Acute eye for detail. Completion of assignments in a timely manner. Dedicated commitment to customer service, with the ability to build client based relationships and resolve complex issues. Diligent, Organized with astute relationship management skills. Entrepreneurial mind set, team player, goal oriented.

Young Men’s Christian Association of Greater Charlotte, Morrison Branch - Charlotte, NC January 2007 – May 2015

Elementary Age Fitness Instructor/Substitute Preschool Teacher

Create environment for learning, creativity, and self-confidence. Provide instructional support to teachers. Able to think outside of the box, problem solve, console and exemplify a positive encouraging role model to preschool and elementary aged children. Created circuit training, discipline and leadership in youth after school programs.

Syska Hennessey Group – Fairfax, Virginia January 2002 – February 2003

Administrative Assistant to Architecture Firm

Initial point of contact, welcoming clients in-house. Manage phones for a staff of 25-30 people. Document and file incoming and outgoing architecture blue prints. Organize the details of special events, travel arrangements, office supply replenishment, and in-house banquets. Support Sr. Administrative Assistant to CEO in filing, appointment setting, correspondence, editing, and office management.

Qwest Communications, Arlington, Virginia August 1999 - 2001

Acuity Technologies, Tyson Corner, Virginia

Network Circuit Design

Liaison between customer and service provider in completion of designing and installing DS1 & DS3 cable wire networks. Resolve issues that would arise at any point from designing to installation. Commit to providing excellent customer service. Complete orders in a timely manner. Correct existing problem circuits through database cleaning to represent actual physical circuits.

computer & Social Marketing skills

Microsoft Windows, MS Office 2010, (Microsoft Word, Power Point, Excel) Microsoft Outlook, Light Room 5.2, Animoto, I-Movie, Zenfolio , Twitter, Cloud

Community Activities

* Active member of St. Matthews Catholic Church
* **Faith Formation Teacher 2012-2013** - Provide instruction as well as meaningful support in a religious educational setting for the spiritual development of third grade pupils.
* **Charlotte Soccer Academy**: Team Manager - Facilitate success of the team throughout year long season by communicating with team families and providing a high level of timely administrative support to help ensure the team enjoys a problem-free season by meeting deadlines and remaining in compliance with governing league and associations.
* **Benefit 21**: AN EXTRAordinary Evening – DSAGC (Down Syndrome Association of Greater Charlotte) Donated Special Event Photography for the AN EXTRAordinary Evening as well as donated a Family Session Package to raise money for the local chapter.

****Professional References****

Marie Duty

Children’s Academy Director

Morrison Family YMCA

704-716-4608

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Cherie McCarron

Manager

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Real Estate Agent

Keller Williams Realty

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