

Michelle Lee Menes  
allworkandallplay.com

Summary of Qualifications

- Strong and diverse experience in retail sales and management.
- Capable of providing exceptional customer service.
- Able to learn new techniques quickly and competently.
- Able to work independently and collaboratively.
- Organizes time and materials efficiently.
- Able to complete assignments on time and with exceptional skill and creativity.
- Computer skills include:  
Windows and Mac OS  
Microsoft Word, PowerPoint, Excel, and Publisher  
Adobe Photoshop, Illustrator, Premiere Pro, After Effects, InDesign and Dreamweaver  
HTML and CSS

Work Experience

2013-2015 Chaffey College Student Newspaper, Rancho Cucamonga, CA

Photo Editor

- Selected and edited photographs for publication.
- Assured appropriate captions accompanied each photo and were written in AP style.
- Communicated with other editors and reporters to ensure all assignments were covered.
- Assisted with page layout of print edition.
- Provided administrative assistance for online edition.
- Set-up for live streaming of sporting events and Governing Board meetings.
- Managed photographic equipment.

2014 Los Angeles Register, Santa Ana, CA

Freelance Photojournalist

- Attended various local events for photo assignments.
- Communicated with members of the community to obtain needed information for captions.
- Captured images that best represented the story.
- Selected and edited photographs; wrote appropriate captions.
- Followed protocol for uploading photographs to ftp site.

2000-2002 24 Hour Fitness, Rancho Cucamonga, CA

Front Desk/Personal Fitness Trainer

- Designed nutritional menus and exercise programs for clients.
- Taught proper techniques for safe and effective exercises.

1989-1998 Chief Auto Parts (now Autozone) Various Locations in Southern California  
Assistant/Associate Manager

- Played an active role enforcing company policy.
- Trained and developed employees with emphasis on product knowledge and customer service skills.
- Managed inventory levels- implemented a new automated replenishment system.
- Worked with management team to achieve effective loss, labor and inventory control standards.
- Responsible for merchandise set-up and display.
- Performed general office tasks including preparing daily sales reports, creating bank deposits and payroll.

### Educational Background

2009-2015 Chaffey College, Rancho Cucamonga, CA

Web Design

Photography

Journalism

1992 Mt. San Antonio College, Walnut, CA

Applied Mathematics

### Awards

2015 JACC State Conference:

Sports Action Photo competition – 2nd Place

2014 JACC SoCal Conference:

Online Photo Story/Essay – 2nd Place

Sports Action Photo competition – Honorable Mention

Feature Photo competition – Honorable Mention

2013 JACC SoCal Conference:

Sports Action Photo competition – 2nd Place

Feature Photo competition – Honorable Mention

2013 JACC State Conference:

News Photo competition - 1st Place

Bring-in Photo competition – Honorable Mention

2012 Chaffey College Photo Contest – Advanced

2011 Chaffey College Photo Contest – Beginning