

# Rachel E Keay

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<http://www.Rachelkeay.com>

## WORK EXPERIENCE

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***Freelance Photographer*** April 2004 to Present

- Portraiture
- Performance Art
- Wedding Photography
- Artistic projects (Please ask for details)

***Outside Sales Assistant*** March 2008 to June 2008

Shears and Window San Francisco, California

- Expedite Sales and Orders between Designers and Vendors
- Consult designers on project details
- Keep up-to-date records on order and shipping status
- General customer service on cost and stock availability.

***Administrative Assistant*** October 2007 to April 2008

The Job Shop San Francisco, California

- Answer and screen all phone calls
- Receive and send out faxes
- Organize files and sort legal documents
- Responsible for secretary duties
- Greeting clients
- Ordering inventory
- General computer usage
- Update and consolidate computer files

***Lab Manager*** September 2005 to October 2007

Dodd Camera Mentor, Ohio

- Responsible for All Lab operations
- Maintain organized environment
- Digital corrections and image modification
- Processed, printed, re-printed, and enlarged 35mm film and images from digital files
- Agfa D-lab operations and support

## EDUCATION

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*Euclid High School*

2003 to 2004

Euclid, Ohio

[High School Diploma]

- College preparatory classes
- Advanced English classes

### Member of the following clubs and sports:

- Basketball
- Swim Team
- School Newspaper
- School Yearbook
- Drama Club
- Fashion Club
- Film Club