

# Katherine Jane Pavis

## **Creative Producer & Editor**

San Diego, CA 92119

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+1 407 276 1831

BFA in Creative Photography - University of Florida

BS in Entertainment Management - University of Central Florida

(Rosen College of Hospitality Management)

Authorized to work in the US for any employer

## Work Experience

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### **Creative Specialist**

Freelance - United States

May 2009 to Present

- Independent photographer, graphic designer, layout designer, editor and retoucher.
- Significant experience with both analog and digital photography mediums, editing software, and mixed-media applications.

### **Operations Supervisor**

Hyatt Regency La Jolla - San Diego, CA

November 2018 to May 2021

- Supervised the Housekeeping Department within Operations.
- A key part of the re-opening team after the pandemic lockdown closure.
- Responsible for navigating and optimizing performance and efficiency with limited staffing during peak occupancy volumes following re-opening.
- Spearheaded and oversaw the design of printed materials for use by the Department.

### **Assistant Boutique Manager**

Rosen Hotels & Resorts - San Diego, CA

June 2017 to May 2018

- Oversaw operations within the luxury boutique at Rosen Shingle Creek in Orlando, FL.
- Responsible for assisting the owner in creating and maintaining visual displays, all admin tasks, and customer service management.
- Went above and beyond in creating relationships and collaborative teamwork with other Departments of the Hotel.

### **Sales Associate**

Nourish Natural Bath Products - Melbourne, FL

September 2014 to July 2015

- Responsible for opening, operating and closing procedures of this wonderful family-owned soap company.
- As the business expanded to other states, management relied heavily upon my initiative, leadership, and training abilities to keep their flagship store operating smoothly, successfully, and efficiently.

## **Restaurant/Catering Operations**

Pammie's Sammies - Orlando, FL

August 2012 to August 2014

- Ensured successful operation of the newly-rebranded, woman-owned eatery and catering company.
- Always known for giving 100% in doing tasks of any and all capacities in a variety of locations.
- Chief marketing photographer and overseer of maintenance and adaptations of all branding materials provided by the design firm.

## **Assistant Photographer**

Iwona.com, LLC - Orlando, FL

January 2013 to July 2014

- Assistant photographer to Iwona Bednarczyk-Jolley, responsible for ensuring seamless, timely, and successful shoots for weddings, engagements, and family portrait sessions.
- Relied upon for flexibility and reliability at all times.
- Provided unique perspective and creative ideas during shoots

## **Assistant Wedding Photographer & Editor**

Amantez Photography - Gainesville, FL

September 2008 to August 2011

- Assistant wedding photographer responsible for ensuring seamless shoots carried out to the highest standards in the industry.
- In charge of selecting, preparing, and exporting edits on-site for live photo displays during events.
- Edited photos in the studio post-event, proficient in processing hundreds of images per session in sync with the standards and visions of the company.
- Honed my skills in preparing technically balanced and visually compelling images for clients within tight timeframes.

## Education

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### **Bachelor of Science in Arts, Entertainment And Media Management**

University of Central Florida

2015 to June 2020

### **Bachelor of Fine Arts in (BFA), Creative Photography**

University of Florida

2005 to 2009

## Skills

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- Adobe Photoshop (10+ years)
- Graphic Design
- Layout Design
- Adobe Lightroom (10+ years)
- Branding
- Illustration

- Google Suite (10+ years)
- Cataloging
- Microsoft Excel
- Typography
- Photography
- Adobe Creative Suite
- Image Processing
- WordPress

## Languages

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- Japanese - Intermediate

## Links

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<http://www.dearneptune.com>

## Assessments

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### **Data entry: Attention to detail — Expert**

September 2022

Maintaining data integrity by detecting errors

Full results: [Expert](#)

### **Customer service — Expert**

September 2022

Identifying and resolving common customer issues

Full results: [Expert](#)

### **Project timeline management — Expert**

September 2022

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.