

Scott Lawan

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Qualifications

Skilled in customer service relations with 10+ years experience providing superior service in a variety of industries. Responsible, independent, detail oriented with strong organizational, analytical, and relationship management skills.

Education

University of Colorado at Boulder; Boulder, CO

B.A. Art History

Skills

Computer literate with Macintosh and Windows based systems, Color-space (monitor/printer) color management, Digital archive creation/management, Adobe Photoshop and Lightroom, Working knowledge of basic HTML coding, Microsoft Office Suite

Experience

Arapahoe Library District

Material Attendant

2011-2013

- Retrieved, transported, sorted and routed library materials
- Accurately placed library materials according to library's classification system
- Duties included photocopying, data entry, email, phones, set up of meeting spaces

K2 Photostudio

Photographer

2010-2013

- Met with clients and presented individualized photographic solutions
- Photographed weddings/private events as well as portraiture for corporate organizations
- Coordinated with appropriate parties to ensure smooth succession of events

Apple Inc.

Specialist

2010-2011

- Recommended appropriate product solutions and services based on client needs
- Diagnosed technical issues with computers and mobile devices
- Instructed new clients of product usage with verbal and hands-on training

Lifetouch

I-Depot

2008-2009

- Setup, monitored and maintained computer, printer and camera systems at various school locations
- Duties included photographing students and staff, data entry