

Sandra L Nye

Seasoned professional: Smart but humble w vast experience across multiple disciplines: Management / Program Coordinator / Administrative / Customer Service / Marketing / Social Media Marketing / Event Production / Fundraising / Trainer / Teacher

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EXPERIENCE

Sandee Lewin Nye Photography, S. FL & CO — *Independent Photographer*

JUNE 1979 – PRESENT

- Fine Art
- Event/Celebration
- Commercial
- Portrait
- Promotional
- Documentation/Insurance

• Contributed to publications: Books, CD & Video covers, Magazines, multiple websites

★ Clients include: SNARF's Sandwiches (CO, MO, IL, TX); Florida Association of NonProfits (FANO); Plantation Democratic Club (FL); Riverwalk Blues Festival (FL); City of Hollywood (FL); Polo Grounds Memorabilia & Collectables (FL); Lovewell Institute of the Creative Arts (FL)...

★ Multiple “one woman” & collaborative photographic exhibits at multiple galleries in Florida & Colorado

★ Production, research, writing, design, photography and publication of a fine art photography book “SOUTH FLORIDA has the BLUES” published August 2008, more than 300 copies sold

Sandee Lewin Nye Graphic Design, S. FL & CO — *Independent Graphic Designer*

SEPTEMBER 1998 – PRESENT

- Ability to grow client base and build relationships
- Production of business collateral: letterhead/envelopes/labels, logos, newspaper ads, invitations, announcements, brochures, flyers, newsletters, marketing materials
- Photoshop, InDesign

Superior Water and Air, Multi Locations, CO — *Marketer/Appointment Setter*

APRIL 2016 - DECEMBER 2017

Appointment Setting, Marketing, Customer Service

C D S, Superior, CO — *Product Demonstration /Marketing*

FEBRUARY 2015 - APRIL 2016

Sales, Customer Service, Prepare, serve samples of items being demonstrated

Morrison Construction Co., Dania Beach, FL — *Marketing Assistant*

VALUES & SKILLS

Integrity- I strive to build trust through honest and ethical actions

Passion- I am enthusiastic in everything I do; **Passionate about making a difference in people's lives, while creating positive change in personal and business growth**

Respect- I treat everyone with dignity and value individual differences; **Ability to work with people of varying age groups, socio-economic & cultural backgrounds**

Creativity- I foster an environment of innovations and learning **Progressive, business-minded, innovative, and passionate; Can take an idea through the creative process from concept to production**

Excellence- I always seek to improve and strive to exceed expectations

Demonstrated Advertising, Photographic and Graphic Design skills

Thrive in an unstructured, fast-paced environment with tight deadlines, and changing priorities

Solutions-oriented, I love to solve problems with a high attention to detail and follow through

OCTOBER 2013 - DECEMBER 2013

- Developed the company's social media presence utilizing: Facebook, Twitter, YouTube, Google+, Yelp, Instagram, LinkedIn, Pinterest, Angie's List etc.; photographing, uploading photos of completed projects, writing copy. Grew "Likes" by an average of > 20 per month with no cost to client
- Designed newspaper ads, trade show and convention flyers; designed and managed customer feedback loop; Incentivized customers to give feedback on various websites to assess customer satisfaction
- Increased customer base by advertising in new areas
- Customer service

US Census Bureau/Dept. of Commerce, Hollywood, FL Technology Manager

OCTOBER 2009 - AUGUST 2010

- Oversaw all infrastructure, network, information systems, helpdesk support (BMC Remedy), and office automation needs for the 2010 Census office IT operations
- Managed automation functions in the Local Census Office (LCO)
- First responder for troubleshooting of all hardware, software, and telecommunication problems within the LCO and between the LCO and Regional Census Center (RCC)
- Evaluated, analyzed, and coordinated automation operations to ensure all technology systems were functioning and ensured that production capabilities were optimal at all times
- Provided technical guidance and support to Assistant Managers at the LCO including training, expediting production, scheduling and coordinating data entry operations
- Managed the property control system for Office Computing Equipment (OCE), and peripherals
- Responsible for technology property and equipment > \$400,000
- Selected, supervised and coached Technology Supervisors and Clerks
- Trained > 200 LCO office employees on software, hardware and automation operations
- Facilitated new employee training courses
- Responsible for installation and configuration, support operations of computers and peripheral devices
- Troubleshooting of technical problems using Remedy

TEACHING

Little Haiti Housing Assoc./Intel Computer Clubhouse Inc. Miami, FL Coordinator

OCTOBER 2007 - AUGUST 2008

- Provided resources, materials, and tools for young people from under-served communities to gain proficiency in the areas of: multimedia creations, electronic music, game design, electronic publishing, three-dimensional design, and web page design, digital photography, videography and robotics
- Facilitated a learner-centered, informal educational approach that encourages participants to discover their interests and apply their

Excellent communication skills: listening, negotiation and influencing

Ability to work well with others in team environments, with a flexible and positive attitude

Able to work independently, multi-task, and prioritize projects

Excellent attention to detail

Responsible, creative, innovative, and intellectual curiosity; critical thinking skills

Responds effectively and quickly to management, coworkers, customer's needs and issues

Proven ability to develop business relationships & collaborate effectively

Self-motivated with a results-oriented approach to daily tasks and responsibilities

Ability to assimilate complex information quickly without losing the bigger picture

History of exemplary customer service and sales experiences

Not - for - Profit, Educational, Public and Private & Governmental Sector experience

Management / Program Coordinator / Administrative / Customer Service

Marketing / Social Media Marketing

Event Production / Fundraising
Developed successful fundraising & event productions: experience organizing and executing large and small-scale events and activities. Responsible for all event management logistics

Trainer / Group Facilitator / Teacher (previously held CO K-12 certification expired)
Teaching experience in St Vrain Valley Schools Longmont, CO / Broward County Public

own ideas; Supported youth participants to become technology designers and creators

- Conducted community outreach events to increase participation in the Club House program; and developed educational materials for use in programming
- Coached participants to meet their stated career goals as identified in personal career development plans; Presented workshops in resume writing, interviewing, college application processes and business letter composition, conflict resolution, financial literacy and more
- Recruited / scheduled mentors; arranged for local music video producers, artists & musicians, professors and executives as speakers
- Guided youth in writing, development and production of their own short films based on their interests involving Community Issues; Community Development, Homelessness, Entrepreneur/Business, Neighborhood Revitalization, Public Health, Gang Prevention ...
- Designed program evaluation and prepared annual reports to grant funders (US Department of Education)
- Tracking of grant goals, fundraising, membership recruitment
- Responsible for troubleshooting network, servers, printers, application installations and system upgrades

Broward County Public Schools / Charter School of Arts & Science Hollywood, FL *Substitute Teacher* AUGUST 1993

-JUNE 1994 Substitute teacher for all grade levels as well as in special classrooms: Art, Music, PE, Gifted, Leadership

St. Vrain Valley Public Schools, Longmont, CO *Art*

SEPTEMBER 1974 - JUNE 1976

Teacher K-12 Colorado Certificate (expired)

EDUCATION

Nova SouthEastern University, Davie, FL — *MS*

FEBRUARY 2005 - AUGUST 2007

University of Colorado, Boulder, CO — *BA*

AUGUST 1969 - AUGUST 1974

CERTIFICATES

Not - for - Profit Management FANO Florida Association of Non - Profits

Professional Photography (the former) Miami School of Professional Photography, North Miami Beach, FL

Graphic Design McFatter Technical School, Broward County Public Schools, Davie, FL

Schools, FL)
