**Amy E. Mitten**

Indianapolis, IN

330-524-1174

amittensphoto@gmail.com

**Professional Experience**

**Amy Mittens Photography May 2006 – Present**

**Owner/Photographer**

**Tribeca Tavern October 2013 – May 2017**

**Cary, NC**

Server/ Bartender

**No Pulp Music Group January 2009 – September 2013**

**New York, New York**

*Staff Photographer for all music showcases*

**Paradigm Shift NYC January 2009 – September 2013**

**New York, New York**

*Staff Photographer for all events*

**Extra Place and Heidi Restaurants August 2012 – September 2013**

**New York, New York**

Server/Bartender/Closing Manager

**Suzi Reynolds & Associates, LLC January 2010 – June 2012**

**Fort Lee, New Jersey**

*Office Manager, Administrative Assistant and*

*Production Coordinator* for a music management and production firm

Provided all Administrative support for CEO and Clients in all day to day operations in

Organize schedule and coordinate photo and video shoots for musicians/artists Creation of all venue contracts for musicians/artists

Track, organize, and coordinate all monthly performance calendars

Manage office budget using MS Excel to track and pay all personal and business expenses

 Advertising placement in print and web for musicians/artists

 Event planning and coordination for the artists musical events

Coordinate multi city tour itineraries for numerous professional musicians/artists

Production Coordinator for numerous CD and DVD projects

 Procure on site equipment and electronics for touring musicians/artists

Order all equipment for tours and CD recordings for musicians/artists

**Motorino Pizzeria June 2008 – January 2010**

**Brooklyn and Manhattan New York**

Server/Expediter

**Harvey Lloyd Photography September 2006 – November 2009**

**New York City, New York**

*Office Manager*

Budget maintenance, planning and oversight of spending for all business

and personal expenses

Screening and handling heavy call volume for all office operations

Coordinate logistics for corporate accounts - United States and International travel

Creating and maintaining detailed travel itineraries for all United States and International travel

Conducted marketing research**, a**dvertising research and placement

Maintained mailing list and correspondence for all accounts,

Email correspondence and direct mail correspondence

Edited, printed and archived images

Managed all interns and their duties

Studio equipment maintenance

**EDUCATION**

**Bachelor of Science degree in Photo Illustration**

Minor inHistory

**Kent State University, Kent Ohio** **May 2006**

**SKILLS**

MS Office Suite, MS Word, Power Point, Excel, Outlook, MS Publisher, Front page, Adobe, I Movie, Photoshop CS 1-6, Illustrator, In Design, Dream Weaver, After Effects, Light Room, Aperture. Scanning, Faxing, uploading heavy volume to servers, knowledge of stock agencies and wire services

References available upon request.