

M. Hunter Henkel

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Summary

Highly organized, multi-tasker with over 10 years of photography and publishing industry-related experience complemented by strong knowledge of graphic design. Dependable, team-player with strong ethical values, and a quick-study.

Software Skills (PC and Mac platforms)

Adobe Photoshop	Fetch	Microsoft Access
Adobe InDesign	FotoStation	Nikon Capture
Adobe GoLive	Genuine Fractals	Noise Ninja
Adobe Illustrator	Lotus Notes	PhotoByte
Adobe Acrobat	Microsoft Outlook	Quicken
Camera Bits Photo Mechanic	Microsoft Word	Windows Movie Maker
Capture One	Microsoft Excel	
Digital Photo Pro	Microsoft PowerPoint	

Education

Bachelor of Fine Arts, Photography and Film, Virginia Commonwealth University, Richmond, VA
Diploma, Graphic Design, with Honors, The Art Institute of Pittsburgh, Pittsburgh, PA

Professional Certificates

Tehead, Certificate of Achievement, Flash CS3 Introduction, January 2008
Tehead, Certificate of Achievement, Photoshop CS2 Print Production, September 2007
Tehead, Certificate of Achievement, InDesign CS3 Advanced Design, August 2007

Experience

Freelance Photographer/Designer

1999 - Present

- Demonstrated ability to consistently produce and edit strong general and spot news, sports, feature, and illustration photos for newspapers and newsgathering organizations.
- Adept at photo business management including negotiating estimates and usage fees for artwork with clients.
- Create and execute design concepts and develop artwork for a variety of materials, including corporate identity, direct mail, multi-media presentations, web sites and other collateral using Adobe InDesign, PowerPoint and Windows Media Player
- Use Adobe PhotoShop to adjust images: Tone, Crop, Size, Adjust color balance and contrast
- Manage pricing, accounts payable and receivable, marketing and networking to find new clients.
- Coordinate photography shoots with clients, models, reporters and vendors.
- Adept at meeting tight deadlines as a photojournalist for daily newspapers
- Regularly perform research and attend industry seminars to stay abreast of industry trends.
- Produce professional Wedding, Corporate and Portrait digital photographs
- Marketing and networking to find new clients
- Experienced in studio and location lighting and equipment.
- Clients have included Media General, The Associated Press, *The Richmond Times-Dispatch*, Bon Secours Richmond, *Virginia Living Magazine*, Gumenick Properties, *Style Weekly Magazine*, McKinnon & Harris, Inc.

Tehead

2006 - Present

Administrative Assistant (contract position with Circuit City Stores, Inc.)

- Provide administrative support to over 300 contractors and employees in the Merchandising Systems Transformation Program, in the Information Technology department.
- Manage Microsoft Access database of department records.
- Communicate with an international team to set up newly hired and terminated consultants and Circuit City Associates and serve as point of contact for these individuals.
- Distribute communications to department Executives on behalf of the Communication Manager.
- Maintain program communication vehicles.
- Coordinate meetings and resource usage.

The Progress-Index 2007 - 2007

Part-Time Staff Photographer

- Photographed and edited newsworthy events, locations, and people for use in daily newspaper.
- Wrote accurate captions.
- Used Adobe PhotoShop to crop and size digital files.

Officeteam 2005 - 2006

Administrative/Marketing Temporary

- Used exceptional organizational and strong communication skills to coordinate and assist with trade show and event planning.
- Performed data-entry, light accounting, and communicated with external creative service providers.
- Coordinated domestic and international travel arrangements.

Scott K Brown Photography 2004 - 2005

Studio Manager/Digital Imager

- Managed a commercial photography studio and equipment rentals.
- Used strong research skills to create competitive pricing for photography equipment rentals.
- Edited, processed and catalogued thousands of digital image files for distribution to clients which included Circuit City and University of Richmond.
- Designed and printed up to 1000 image sheets distributed by Busch Gardens Williamsburg and Kingsmill Resort & Spa in their press kits.

Virginia Living Magazine 2003 - 2003

Design Intern

- Supported Art Director and Publisher.
- Handled return of artwork.
- Corresponded with merchants on products for photo shoots.
- Assisted photographer and Art Director on fashion shoots.

Richmond Times-Dispatch 1999 – 2004

Administrative Support

- Provided administrative support to the Director of Photography and staff of thirteen photographers.
- Maintained department accounts payable database.
- Ordered photographic equipment and supplies for the department.
- Performed basic clerical tasks.
- Used word processing and spreadsheet skills to manage department accounting records.

Awards and Publications

<i>Virginia Golfer Magazine</i>	July / August 2007
<i>Brides Noir Magazine</i>	Spring / Summer 2007
<i>Weddings Noir Magazine</i>	July 2007
Best in Virginia (Photography) - International Association of Business Communications	December 2004
Black History Month Art Exhibit, Virginia Commonwealth University Juried. Received second place and prize.	February 2002

Photography Skills

Cameras: 35mm; medium-format; digital

Film: Accomplished at developing and print black-and-white and color negative, as well as, digital images

Lighting: Proficient with variety of studio and location lighting equipment

Language skills

Beginner skills in French. Intermediate skills in Spanish.