
Assistant Photo Editor Resume

Job Objective

To secure a position as Assistant Photo Editor in which to fully utilize my education, training and past experience in this field.

Highlights of Qualifications:

- Remarkable experience in managing photo department and organizing multiple images for production
 - Proficient with CS3, Adobe Creative Suite 5, Dreamweaver, MS Office Suite
 - Wide knowledge of all styles of photography
 - Good understanding of photo rights issues
 - Ability to perform photo research with major stock agencies and public archives
 - Ability to perform color correcting, resizing and batching
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Professional Experience:

- Assistant Photo Editor, July 2007 – Present
 - AARP, Sheboygan Falls, WI
 - Assisted photo director in development and implementation of all photography requirements for publication.
 - Maintained a library of photographs such as stocks, archives as well as a personal collection and used it as required.
 - Updated all stock photography information on Quickbase and ensured maintenance of invoice for same.
 - Monitored images used and ensured acquirement of necessary rights for each image.
 - Assisted in maintaining a database of contacts for invoices.
 - Assistant Photo Editor, March 2004– June 2007
 - ESPN, Inc., Sheboygan Falls, WI
 - Managed and researched images for a variety of website and magazines.
 - Maintained a library of photo archives for magazines.
 - Studied all photographs and provided touch up and color correction wherever required.
 - Monitored work of multiple projects and assisted subordinates
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Education:

- Bachelor's Degree in Journalism, Northern Illinois University, De Kalb, IL

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