

# EVAN MCDONNELL

BROOKLYN, NY

## Work Experience

- April '16 - Current **Assistant Studio Manager**  
Upper Studio Inc., Manhattan, NY
- Managing production of retouching jobs start to finish
  - Processing out raw files and prepping files with markups for post production team
  - Relaying communications with clients to post production team
  - Creating invoices and estimates based on briefs from clients
  - Tracking of timings for all jobs
  - Outsourcing masks
  - Quality control of all image assets being sent to clients
  - Coordinating and transferring jobs to and with office in London
  - Booking on-site freelancers as well as working with remote freelancers
  - Delegating retouching workload to junior and senior retouchers
  - Managing and delegating work to all studio interns
  - Settling payments for rent, freelancers, electricity, insurance

- January - April **Intern**  
Upper Studio Inc., Manhattan, NY
- General management of studio
  - Opening and closing studio
  - Printing, trimming and delivery of GMG proofs to clients
  - Masking images
  - Archiving and file organization
  - General secretarial tasks in studio
  - Ordering and managing inventory stock
  - Managing all social media

- 2015 - Current **Tutor**  
Fashion Institute of Technology, Manhattan, NY
- Tutored fellow undergraduate students in photography courses
  - Filled out evaluations to chart students' progress
  - Tutored fellow undergraduate students in retouching courses
  - Tutored in programs like Photoshop, Dreamweaver, Capture One and more

- 2012 - 2016 **Security Guard**  
Mulligan Security, Manhattan, NY
- Responsible for locking and securing buildings
  - Completing reports by recording observations and surveillance

- 2013 **Resident Assistant**  
Fashion Institute of Technology, Manhattan, NY
- Budgeted and allocated money used for residence hall/floor events
  - Counseled students on various personal and academic issues
  - Held various meetings with students

## Contact Information

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## Skills

Photography	HTML
Cosmetic Retouching	CSS
Film Scanning	
Darkroom	
Lighting	
Photoshop	Office Management
Capture One	Instagram
Bridge	Blogging
Lightroom	Website Design
Dreamweaver	Mac OS
InDesign	Windows
Acrobat	
Microsoft Word	Creative
Microsoft Excel	Reliable
Numbers	Highly Organized
Google Docs	Flexible Schedule

## Education

Major: Photography  
Minor: Art History

Fashion Institute of Technology,  
BFA Degree