***Coral Hahn***

***1514 N McDonald St, Mckinney, Texas 75071***

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**Profile of Qualifications**

* Expertise in developing and executing artistic, creative solutions to optimize business development
* Enthusiastic individual with a proactive approach to resolving discrepancies, completing tasks, and ensuring that all operations are running seamlessly within an art-oriented industry.
* Strategically prioritize, coordinate, and manage multiple projects to optimize productivity and achieve on-time, on-budget, and high-quality performance objectives
* Dynamic communication and interpersonal relation skills with a continual commitment to cultivating strong client relations, motivating teams, and aligning all daily operations with long-term client and company objectives.
* Honed in foundational familiarity with Final Cut Pro, Photoshop and Microsoft Office (Word, Excel, PowerPoint); Rapidly learn new systems and software supporting employer.

**Key Areas of Expertise**

* Photography
* Client/Business Relations
* Editing & Lighting
* Pre & Post-Production
* Counseling & Development
* Creative Decision Making

**Art & Film Projects**

Carmel Guitar Documentary

Tool Kit

Recycling Ordinance News Short

Interview with San Jose Taiko

Instructional Film for HVX200

Commercial for Norcal Deaf Services

Interview with Biochemist

**Professional Experience**

AUTHOR, SELF-EMPLOYED-LUBBOCK, TX CURRENT/2021

* Refurbishing extensive contact marketing lists.
* Warmly inviting churches, colleges and bookstores (both faith based and secular) to partake of a strong literary community.
* Inquiring details from various key book festivals.

SALES REPRESENTATIVE, CHRISTIAN YELLOW PAGES-LUBBOCK, TX 2020

* Calling Christian businesses, churches, colleges and up-coming artisans of various fields to advertise their unique ability
* Seeking out Christian or Christian-owned established of missionary heart and biblical work ethic.

LANDLADY, SACRAMENTO HOUSING AUTHORITY- SACRAMENTO, CA 2015-2018

* Consistently ensured smoke detectors, batteries, and tenants complied with regulations and HOA policies
* Remained in constant contact with Fidelity Home Warranty and plumber regarding community information, appliance issues or updating water conservation.

INDEPENDENT SALES REPRESENTATIVE, VECTOR-CAMPBELL, CA 2013

* Applied effective interpersonal and negotiation skills to secure a large number of sales and revenue
* Displayed a friendly and professional demeanor when addressing customer objections or concerns
* Demonstrated the benefits and features of products and services to a diverse customer base
* Productively managed customer relations to encourage their repeat business, sales, and satisfaction

CASHIER, UNA MAS MEXICAN GRILL-SAN JOSE, CA 2006

* Upkept the cleanliness and aesthetics of the restaurant environment to enhance overall guest experiences
* Ethically handled a high-volume of customer transactions in an efficient manner
* Recognized by employer for constantly surpassing monetary quotas and objectives
* Remained up-to-date on current menu and drink options to better assist customers

SUMMER WAITRESS, MOUNT HERMON CONFERENCE CENTER-MOUNT HERMON, CA 2003-2004

* Provided outstanding customer service by quickly greeting conferees, determining their needs, and addressing their concerns or inquiries regarding menu options and special orders
* Promptly delivered accurate drink and food orders to designated customers in a timely fashion
* Offered the necessary resources and training for new servers to succeed in meeting customer service goals and values of the dining hall that led to increases in efficiency and satisfaction
* Maintained the organization and sanitation of silverware, cupware, dishware, tables, and chairs

**Education & Professional Development**

Art Institute Sacramento; 2013-2014

Art Institute Sunnyvale; 2010-2013

De Anza Community College; 2008-2010