Eric Breitenbach

*523 S. Zunis Ave. Tulsa, OK 74104 – (918) 292-8616*

Qualifications Summary

Administrative support and management experienced in fast paced environments that require organizational ability, technical skills and personal leadership. Analytical, directed, ethical and self-motivated while being an excellent team member. Adept at solving problems with new ideas.

Capabilities include

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| * Graphic Design
 | * Media Plans
 | * InDesign
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| * Photoshop
 | * Final Cut
 | * Illustrator
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| * Studio Videography
 | * Office Organization
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Experience Highlights

**Administrative**

* Performed administrative support for a nonprofit educational sports organization.
* Coordinated multiple projects and events simultaneously.
* Provided public relations services for the organization.
* Assisted with general accounting, maintained databases and handled financial ledger.
* Transcribed secure private notes and records from audio to electronic database.

**Advertising and Promotion**

* Designed and maintained web presences, online forums and social networking for an organization of over 600 users.
* Utilized graphic arts skills to design logos, point of purchase signs and brochures, fliers and other print media, shot and edited video promotions.
* Researched and implemented media plans to promote organizations.

**Leadership and Organization**

* Promoted to operations manager. Oversaw and directed a team of managers to develop events, maintain safety, design rules, procedures and activities.
* Arbitrated and participated in problem solving decisions between group members.
* Participated in staff recruitment, hiring, training and scheduling.

**Employment History**

 **Front Desk**, OSU HARTC, Tulsa, OK

 **Transcriptionist**, Melee Co, Tulsa, OK

 **Chief Executive Officer,** Fury Concepts, Tulsa, OK

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| **Education and Training****Oklahoma State University** (2009-2013)Tulsa, OKB.S. in Strategic CommunicationsB.A. in American Studies**Tulsa Community College**Tulsa, OK | **Community Involvement**Committed to community service by way of organizing nonprofit organization dedicated to education and socialization through youth sports and activities.Assisting with multiple organizations as volunteer throughout the year. |