

Michael Lewis

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An extensive background in electronic troubleshooting and management. Recently worked with Cambria Suites Hotels RTP to develop touch screen system. Computer savvy and a quick learner. Enjoy challenges – work well under pressure. Easily establish long-term trusting relationships with customers. Computer-literate in wide variety of applications. Self-motivated with professional communication skills.

CORE COMPETENCIES

- Troubleshooting
 - Problem-Solving
 - Diagnostic Testing
 - Customer/Client Relations
 - Records Management
 - Written Communication
 - Verbal Communication
 - Accurate Documentation
 - Quality Control
 - Resourcefulness
 - Analytical Judgment
 - Blueprints /Schematics
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EMPLOYMENT HISTORY

MICHAEL LEWIS PHOTOGRAPHY, Raleigh, NC 1990-Present
Owner Operator

- Highly skilled in digital photography and videography and use of Adobe Photoshop.
- Adept at defining themes and concepts for photographic artistry.
- Experienced in corporate, government, and portrait photography in group or studio settings.
- Knowledgeable in the use of flash photography equipment and light control.
- Skilled in archiving photos on a computer and server.
- Requires strong organizational, interpersonal, and communication skills.

EMA Electronics Inc, Raleigh, NC 1990-1994
Owner Operator

- Responsible for managing and directing 20 employees.
- Maintained parts inventory and control.
- Directed marketing strategy and tactics for promoting products and services.
- Taught proper assembly and handling techniques to line employees.
- Applied quality control principles to evaluate performance.
- Provided human resources and payroll services during normal operation.

MEASUREMENTS GROUP, Wendell, NC 1985-1990
Production Supervisor

- Directed and coordinated the activities of 15 employees.
- Developed quality control standards through statistical analysis.
- Assured inventory control by computer information system.
- Inspected materials, products, or equipment to detect defects or malfunctions.
- Planned and established on-time delivery to meet production goals.

EMPLOYMENT HISTORY, continued

DATA GENERAL, Clayton, NC
Production Supervisor

1984-1985

- Directed and coordinated the activities of 20 employees.
- Developed quality control standards through statistical analysis.
- Assured inventory control by computer information system.
- Inspected materials, products, or equipment to detect defects or malfunctions.
- Planned and established on-time delivery of main-frame circuit boards.

EMA Electronics Inc, Raleigh, NC
Supervisor and General Manager

1979-1984

- Directed and coordinated the production and processing of 45 employees.
- Developed computer-controlled inventory control system for parts.
- Wrote computer-managed bid program for presenting potential job bids.
- Established and evaluated inspection procedures for defect detection.
- Directly involved with customer sales and services generation.

EDUCATION

Bachelor of Arts Degree in Economics, North Carolina State University, School of Economics
Raleigh, NC