

Michelle Lee Menes

allworkandallplay.com

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Summary of Qualifications

- Years of community involvement and knowledge of local issues.
- Familiarity with local, state and federal law enforcement.
- Able to complete assignments on time and with consistent accuracy.
- Competent in online research and the use of public records to find information.
- Experienced using social media to increase community interaction.
- Fundamental knowledge of AP Style.
- Able to learn new techniques quickly and competently.
- Communicates effectively both orally and in writing.
- Strong customer service skills.

Computer Skills Include

- Windows and Mac operating systems
- Microsoft: Word, PowerPoint, Excel, and Publisher
- Adobe: Photoshop, Illustrator, Premiere Pro, After Effects, InDesign and Dreamweaver
- Proficient in HTML and CSS; Basic knowledge of Perl and JavaScript

Work Experience

2016-Present West Valley Detention Center, Sheriff's Custody Specialist

- Verify the accuracy of inmate files and records.
- Update court information.
- Monitor inmate movement and assist safety personnel in the control and supervision of inmates.
- Assist local law enforcement agencies in proper procedures for booking new inmates.
- Adhere to state and department policy for retention and release of inmates.
- Act as a liaison between the sheriff department and other law enforcement agencies.

2013-2015 Chaffey College Student Newspaper, Photo Editor

- Selected and edited photographs for publication.
- Assured appropriate captions accompanied each photo and were written in AP style.
- Communicated with other editors and reporters to ensure all assignments were covered.
- Provided administrative assistance for online edition.
- Assisted in layout and design for print edition.
- Managed photographic equipment.

2014 Los Angeles Register, Freelance Photojournalist

- Attended various local events for photo assignments.
- Communicated with members of the community to obtain needed information for captions.
- Captured images that best represented the story.
- Selected and edited photographs; wrote appropriate captions.
- Followed protocol for uploading photographs to ftp site.

Educational Background

2009-2016 Chaffey College, Rancho Cucamonga, CA

- Web Design
- Photography
- Journalism

1986-1990 Mt. San Antonio College, Walnut, CA

- Applied Mathematics