**Michael C. Burns**

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OBJECTIVE: Seeking position as Manager, Multimedia, Web Designer or Graphics

## EDUCATION

## 2011-2013 Keller Graduate School of Management Phoenix, AZ

Master’s Business Administration, “MBA” Concentration in Marketing 2006-2011 DeVry University Phoenix, AZ

Bachelors of Science, “BS” Management, Minor Web Design & Graphics, GPA 3.71

## 1983-1997 University of Maryland PACIFIC / Europe Division

### Business

1997-1998 Department of Defense DINFOS Multimedia Manager

1993-1994 Community College of the Air Force USAF

Communications, Multimedia

## PROFESSIONAL EXPERIENCE

2014 – 2015 STA Training Group Phoenix, AZ

Title: **Multimedia**

* + - Develop Marketing and promotional materials
    - Computer Graphics Artist, Illustrator, and Multimedia Specialist
    - Webmaster, develop and maintain websites
    - Create posters, graphics, charts, menus, flyers, logos, pamphlets, brochures, signs, newspaper supplements, and commercials

2012 – 2014 Marketing, Luke Air Force Base

Title: **Marketing & Publicity**  NAF Luke AFB

* + - Developed Marketing and promotional materials
    - Commercial Sponsorship and Commercial Advertising
    - Computer Graphics Artist, Illustrator, and Multimedia Specialist
    - Webmaster, develop and maintain 32 government-public websites
    - Create posters, graphics, charts, menus, flyers, logos, pamphlets, brochures, signs, newspaper supplements, newsletters, and maps

2006 - 2009 Red Flex Corporation Phoenix, AZ

Title: **Lead, Camera Technician**

* + - Supervised and managed all night operations and personnel
    - Conducted training, inspections and evaluations on all personnel
    - Certified and trained all new personnel on requirements
    - Conducted several training sessions for Police Departments and community service programs for Scottsdale Arizona

1982 – 2006 United States Air Force USAF

Title: **Superintendent**

* Supervised, managed, and budgeted for the following sections: Postal Office, Multimedia Lab; Photography-Graphics-and Video, Freedom of Information Act, Publications, Physical and Electronic Records, and Computer Information Manager. Managed manpower utilization for Government Services, “GS” civilian contracted, civilian, and military employees
* Managed resources and supplies including the acquisition of new and replacement equipment, forecasted 5 & 10 years out within the monies allotted exceeding our client needs or requirements
* Administered and maintained several thousand contracts and bids for large purchases and services
* Scheduled, oversaw, and maintained contact with all construction companies for repairs to all facilities

1997 – Now Title: **Owner** Peoria, AZ

* + - Write and manage all contracts, designs all commercial products; web sites, advertising, and commercials for 30 plus companies

SKILLS

*Management:* Man Power Utilizations, Budgets, Accounting, Personnel Performance Reports, Facility Management, Team Building, Tiger Team Quality Assurance, Records Management and Disposition, Government Contracts, DoD Trainer/Instructor Certified, DoD Supply and Equipment Custodian Certified, Acquisitions, Safety Representative, Operational Risk Management for Leaders, HAZMAT, MSDS “Material Safety Data Sheets”, Law Enforcement, Crime Scene Technician, DoT Customs Inspector, DoD level Aircraft Accident Investigation Board member, and Multimedia Representative for NASA’s DDMS Department of Defense Manned Missions

*Computer System:* Multimedia Manager, Manager Photographic Laboratory, DoD Server Administer, CISM Computer Information Systems Manager, Small Computer Manager, Software License Manager, Automated Data Processing Equipment “ADPE” Custodian, CSSO Computer Systems Security Officer, Computer Accreditation Monitor, Server files Manager, Terminal Area Systems Security Officer “TASSO”, and Data Base Programmer

Highly skilled in: Microsoft; Access, Excel, Word, Power Point, Visio, Adobe; Acrobat Pro, Photoshop, Dreamweaver, Illustrator, After Effects and InDesign

VOLUNTEER EXPERIENCE

* Taught multimedia classes in several high schools and ROTC programs
* Compiled, photographed, and created interactive DVDs historical data for the Tuskegee Airman and the American Fighter Aces Associations
* Managed “Clean a Highway” program

SUMMARY

I have 25 years of Superintendent, management and supervisor experience in several different fields. I have managed civilians, civilian contracted, GS Government Service, and military employees. Extremely versatile in comprehending city, state, and federal laws for employees. My department processed in excess of 8,000 work orders annually with a 92 % quality rating. I have maintained a Secret Clearance for over 24 years. I have the ability to rapidly adapt to a wide range of businesses as I strive to build teams and a professional working environment.

**AWARDS**

Department of Defense Chief of Staff “Team Quality Award”

Outstanding Manager of the Year for 6 years

**Websites**

STA Training Group <http://statraininggroup.com/>

This site is currently being revamped and will be ready in Jun 2014

U-Dig Fossils <http://www.u-digfossils.com/>

Monthly hits exceeds 8,000

Luke AFB Marketing <http://lukeevents.com/>

I designed the entire site from, “hand coding” to include

Designing all Java script apps, Analytics, and all graphics.

Advertising adds where done by another graphic artist and myself. I was the primary photographer.

**Multimedia**

<http://www.michaelcburns.com/multimedia/index.html>

This site covers all my multimedia experience; photography, video, web design and graphic design.

**Published**

Newspapers:

Arizona Republic, Peoria Times, Daily News – Sun, Glendale, Glendale/Peoria, Thunderbird

Arizona Highways Top 10 Photographers, 2010

“Day In The Life of” Hard Cover

The Exceptional Release “Logistics Officer Association”

Peoria Arizona Review

Hawkins Theater, Advertising

Aeronautical Militare Italian Magazine

Contemporary Services Corporation CSC

Academy Spirit

Air Force News

56th Fighter Wing Mission Brochures

Air Force Times

Airman Magazine

Torch Magazine

Joint Marine Corps and Air Force National Wildlife Refuge Research

Luke AFB Welcome Guide and Luke DV Guide

Christian Resource Guide magazine

Thunder Bird Balloon & Air Classic

Experience AZ 2012-2014

Luke Events Magazine

Shot Show Los Vegas