

# Paul Salley

<https://www.paulieandbri.com>

10 Nature Lane  
Shelton CT, 06484  
(914)-882-1083  
[pauliesalley@yahoo.com](mailto:pauliesalley@yahoo.com)

## EXPERIENCE

### Freelance Content Creator— *Photographer/Videographer*

January 2016 - Present

- Identified client objectives and created professional content for companies such as Arctic Zone, Dutch Bros. Coffee, Jeep, and more.
- Ensured photos were on-brand, on strategy, and within legal limitations.
- Digitally marketed products for different brands and companies through social media, company websites and paid campaigns.
- Ability to meet deadlines and self motivate from a remote work environment and perfecting all tasks.
- Built an online presence of tens of thousands of followers and amassed tens of millions of views through short form and long form content.

### New England Fire Equipment & Apparatus Corporation, Connecticut —*Executive Assistant*

July 2021 - Present

- Provide assistance to enable the success of the Executive team through the provisions of administrative activities.
- Adequately perform general office duties such as typing, filing, scanning, and emailing.

### Auto Experts USA, Connecticut —*Photographer/Videographer*

August 2020 - January 2021

- Defined image requirements and planned photoshoots. Cropped, manipulated, and color corrected photos with exquisite attention to detail.
- Carefully maintained company/studio equipment and dealership vehicles.
- Worked alongside business owners and performed all photoshoots in a calm professional demeanor.
- 

### ShopRite Supermarkets, Shelton, CT—*Administrative Support*

August 2015 - May 2019

- Frequently completed administrators projects on an as needed basis in a timely fashion.
- Coached new employees with SOPs to transition them into their positions.
- Excelled in a high paced work environment that required priority to accomplish multiple tasks.

## EDUCATION

### Western Connecticut State University, Danbury, CT — *Bachelors in Justice and Law Administration & concentration on law enforcement*

Magna Cum Laude

August 2015 - May 2019

- Achieved Dean's List in all eight semesters.
- Research Thesis paper was written about the Department of Homeland Security.
- Took an independent study on the Geopolitical Dimensions of Terrorism.

## TECHNOLOGICAL SKILLS

Analytics

Microsoft office (Word, Excel, Outlook, Powerpoint)

G Suite Business email & Calendar Management

Dropbox

Youtube

Adobe Products

Final Cut Pro

## INTERPERSONAL SKILLS

Works well independently and a team player on collaborations

High self confidence and ability to coach others

Effective communication and listening skills

Ability to work with people in multiple time zones

Strong customer service skills

Creative & able to think outside the box

## LANGUAGES

English