

# Michael C. Burns

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

## EDUCATION

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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

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2014 – 2015	STA Training Group	Phoenix, AZ
	Title: <b>Multimedia</b>	
	<ul style="list-style-type: none"><li>• Develop Marketing and promotional materials</li><li>• Computer Graphics Artist, Illustrator, and Multimedia Specialist</li><li>• Webmaster, develop and maintain websites</li><li>• Create posters, graphics, charts, menus, flyers, logos, pamphlets, brochures, signs, newspaper supplements, and commercials</li></ul>	
2012 – 2014	Marketing, Luke Air Force Base	NAF Luke AFB
	Title: <b>Marketing &amp; Publicity</b>	
	<ul style="list-style-type: none"><li>• Developed Marketing and promotional materials</li><li>• Commercial Sponsorship and Commercial Advertising</li><li>• Computer Graphics Artist, Illustrator, and Multimedia Specialist</li><li>• Webmaster, develop and maintain 32 government-public websites</li><li>• Create posters, graphics, charts, menus, flyers, logos, pamphlets, brochures, signs, newspaper supplements, newsletters, and maps</li></ul>	
2006 - 2009	Red Flex Corporation	Phoenix, AZ
	Title: <b>Lead, Camera Technician</b>	
	<ul style="list-style-type: none"><li>• Supervised and managed all night operations and personnel</li><li>• Conducted training, inspections and evaluations on all personnel</li><li>• Certified and trained all new personnel on requirements</li><li>• Conducted several training sessions for Police Departments and community service programs for Scottsdale Arizona</li></ul>	
1982 – 2006	United States Air Force USAF	
	Title: <b>Superintendent</b>	

- 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**

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*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**

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- 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**

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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.

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## **AWARDS**

Department of Defense Chief of Staff “Team Quality Award”  
Outstanding Manager of the Year for 6 years

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## **Websites**

STA Training Group	<a href="http://statraininggroup.com/">http://statraininggroup.com/</a> This site is currently being revamped and will be ready in Jun 2014
U-Dig Fossils	<a href="http://www.u-digfossils.com/">http://www.u-digfossils.com/</a> Monthly hits exceeds 8,000
Luke AFB Marketing	<a href="http://lukeevents.com/">http://lukeevents.com/</a> 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.

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## **Multimedia**

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

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

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## **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