

Joe Dolan

18315 Malden St #6, Northridge, CA 91325

818-742-7719 | joedolan@gmail.com

Qualifications

- Computer literate in MAC and PC environments.
- Proficient in Macromedia Creative Suite, Microsoft Office and various editing software.
- Excellent writing skills. Marketing Copy, Article Content, Press Releases and Final Copy Editing.
- Excellent communication skills both written and oral; in person, on the telephone and on the web.
- Works well independently and follows through with minimal direction.
- Skilled in analyzing situations to recognize alternatives and formulate logical objective conclusions.
- Anticipates and prioritizes assignments defining the most effective and timely manner of action.
- Ability to learn and become an expert in new software and computer systems.
- Maintains the strictest of confidentiality.
- Maintains cooperative working relations with all staff and personnel.
- 20 years professional photography.
- Fluent with Google Web Analytics, Adwords, Adsense and SEO.
- 20 years of various creative development experiences in web development, print design and photography.

Recent Work History

JoeDolanPR: 18315 Malden St – Unit 6, Northridge, CA 91325

Independent Business Developer

March 15th 2010 - Current

- Created www.ButtonOriginal.com.
- Created www.ButtonsForBenefits.com.
- Created www.BlackstoneRiverProductions.com.
- Created www.LayFlatSketchbooks.com.
- Created www.ColorCutAndCreate.com.
- Created www.AllHardRock.com

Build Rehabilitation Inc / Worksource California: 9207 Eton Ave, Chatsworth, CA 91311

Marketing Specialist / Job Developer

June 15th, 2009 – March 15th 2010

- Developed marketing materials to enhance the current database of employment contributors.
- Developed a network of working relations with community job developers, agencies and staffing departments.
- Trained in California State ISIS / MIS-WIA Eligibility and Enrollment / Sexual Harassment Prevention certifications.
- Maintained error free accounts proven through consistent state auditing.
- Aided dozens of dislocated and unemployed state residents in meeting their employment goals through training and job search assistance, personal encouragement, resume and cover letter writing and interview preparation.

H. R. Textron: 10445 Glenoaks Blvd, Pacoima, CA 91331

Government Specification Detailer / Fuel and Pneumatics: One Year Union Contract Position

June 10th 2008 – June 26th 2009

- Developed a reference manual for more than 8 dozen specific items with detailed instructions.
- Standardized the detailing process for the fuel and pneumatic department.
- Created a more time effective process for delivering product from assembly/test/detailing to Q.C. and shipping.
- Reorganized the on-site storage area for ease in replenishment and stock ordering.

Jewish Federation of Los Angeles / Venturi Staffing Partners: 5455 Wilshire Blvd., Los Angeles, CA 90036

Camp Grant 2008 Administrator / Marketing Development: Non-Profit contract Position

January 15th 2008 – May 5th 2008

- Marketed the Federation Summer Camp Grant Program to 2000+ Jewish Families in Los Angeles.
- Distributed funds to families attending more than a dozen Jewish Summer Camps in 2008.
- Maintained error free paperwork to account for intake and spending for the Camp Grant 2008 Season.
- Developed marketing materials to visually promote the camp grant program.

Joe Dolan Public Relations: 10983 Bluffside Drive, Studio City, CA 91604

Music and Entertainment Industry, Small Business Publicist

1998 – December 2007

- Developed promotional campaigns for a variety of musical artists, actors and entertainers tour schedules.
- Marketed product releases and services to a growing list of contacts using web and print designed materials.
- Wrote daily press releases to support client marketing campaigns and appearance schedules.
- Arranged in-store appearances for artists, on-air radio appearances, performance schedules and airplay.
- Developed relationships with dozens of on-line and industry magazine writers to promote clients interests.
- Arranged Red Carpet appearances for film/television clients at high visibility events.
- Performed casting duties for feature film work.
- Developed media features as a unit publicist for feature and independent film.
- Created printed media for distribution to media outlets in regards to clients' campaigns.
- Developed a reliable web presence for client news and event schedules, blogging and Web/Social media.
- Created photography and videography for clients' representation in print and on the web.
- Developed web businesses for clients' interests.

Retrospect Records: 18 Lakeside Ave, Webster, MA 01570 (Now located in Las Vegas)

Founder / CEO

1999 – December 2004

- Created recorded media products for release and re-release of artists from around the world in the "Rock" Genre.
- Web graphic and print graphic development of CD's, packaging, marketing materials using Adobe Photoshop.
- Web development and maintenance of an online retail database using Macromedia Dreamweaver and PayPal Cart.
- Planning and executing American and European tour schedules, appearances, airplay, print and marketing.
- Developed relationships with more than 40 distributors delivering to retailers worldwide.
- Marketed and distributed CD's and artists merchandise to more than 100 online and retail outlets directly.
- Maintained the business model using a database created in Excel.
- Built working relations with more than a dozen reliable vendors to produce industry standard retail items.

Education

Certificate in Communications: 1996 - Broadcasting School of Connecticut: 49 Walnut Park, Wellesley Hills, MA 01281

FCC Broadcasting License: 1996 - Broadcasting School of Connecticut: 49 Walnut Park, Wellesley Hills, MA 01281

BA Studies in Graphic Arts: 2008/2009 - Art Institute of Hollywood: 3440 Wilshire Blvd., Los Angeles, CA 90010