

# CYNTHIA FORDON

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## EMPLOYMENT HISTORY

2005-present: Mary Jane Kamrowski Trust, Martinez, CA

**Employer Profile:** Mary Jane Kamrowski Trust is a trust that includes the estate of the late Gerome Kamrowski's life's work. Mr. Kamrowski was an artist who spent a lifespan of 90 years creating paintings, sculptures, and mosaics.

### **Responsibilities:**

- **PERSONAL ASSISTANT** to Mrs. Kamrowski. Duties include overseeing the sales and placements of all of Mr. Kamrowski's work, which included over 500 pieces of work. This role has initiated a strong working relationship with the Weinstein Gallery staff in San Francisco, CA, furnishing materials and information for the exhibition catalogs for two major shows. My job also includes overseeing Mrs. Kamrowski's daily needs with medical and personal issues, and helping with her personal finances and tax preparation data for the Trust. In addition, my duties were to gather and catalog all informational data and photography for the Archives of American Art at the Smithsonian Institute in Washington D.C
- **ARTIST REGISTRAR** Duties include tracking of an inventory of all paintings, drawings and sculptures for the trust, including artwork that has been sold or donated to museums, as well as works in her personal and family collections. Responsible for maintaining a photographic catalog of all works for future use.

2003-2005: Dirito Brothers Saab, Walnut Creek, CA

**Employer Profile:** Dirito Brothers Saab is an automotive dealership that sells all models of Saab. I left the company to return to school.

### **Responsibilities:**

- **SALES AND LEASING CONSULTANT** My main duty initially was as a receptionist for the dealership, as well as making all appointments for their customers for their service department. I later became a full-time sales and leasing consultant, resulting in becoming certified by Saab, USA by their training department.

1985-2002: Professional Color Lab, San Francisco, CA

**Employer Profile:** ProColor was a full service custom color and B&W traditional and digital photo lab serving corporate, commercial/industrial and individual accounts all over the San Francisco Bay area. The company was dissolved by the owner in August of 2001.

### **Responsibilities:**

- **COLOR PRINTER** 1985-1992 Production hand printing, as well as printing of high volume output in all sizes of prints, from 4" X5" to 48" X16' murals. Printing of reproduction and exhibition prints, working directly with photographers, clients and account managers on special projects.
- **PRODUCTION MANAGER** 1992-1997 Responsible for the management of the production team of 25 technicians, coordinating their time-management and quality control with the needs of clients. Duties included approving final color balance and the final printing, mounting and fulfillment of client orders. I maintained open communication with various photo vendors in testing and evaluating new products and ordered all equipment, supplies and materials for use in the lab.
- **GENERAL MANAGER** 1997-2001 Responsible for the sales, customer service and production teams, from initial hiring to orientation and training as well as on-going management. I instituted policies that resulted in Employee Guidelines, Safety and Hazardous Waste Management Manuals, and led implementation of policies. I led the research, development and subsequent creation of the new Digital Imaging department,

and oversaw the purchase of a Durst Lambda 130, a direct digital enlarger, and oversaw all support equipment and personnel. I created Digital Imaging Guidelines for personnel and for the education of clients and sales people.

Oversaw sales and production of digital department resulting in 1.5 million plus in sales for the years 1998, 1999, 2000 and 2001.

1988-1989: Lucasfilm Ltd, San Francisco, CA

**Employer Profile:** Lucasfilm, Ltd. is one of the world's leading motion picture companies. In the summer of 1985, George Lucas produced a film called Preston Tucker: A Man and his Dream. Francis Ford Coppola was the director of the film. I was hired for the pre-production and production phase of the film by Lucasfilm. The movie is the true story of Preston Tucker, the innovative automobile designer of the 1940's, who attempted to manufacture the perfect American car in the years following World War II.

**Responsibilities:**

- **PRODUCTION ASSISTANT** During the rehearsal phase with the actors, I worked with them to establish mannerisms and habits that would mirror the actual characters in the family they were portraying. My role was a connection with the actual family members from the real Tucker family and the actors portraying them. My role also was to work with the Tucker family to acquire photographs to assemble a photo album of the actual family to use for the final credits. I also took photographs on set of the actors to use in the opening credits where a photo album of the actors portraying the Tuckers was used
- **PUBLICITY ASSISTANT** Responsible for the assisting Susan Landau, the Unit Publicist. I worked with her to coordinate visiting press visits and help handle public relations during the shoot. We also acted as a liaison with the production staff and other studio departments to facilitate the execution of on-set interviews and special photography. I helped coordinate the actual Tucker cars that were available for the filming, and hosted the owners when they visited the set with their cars.

## EDUCATION

Diablo Valley College 2004-2008  
Pleasant Hill, CA

Completed all classes necessary for Advanced Certificates of Achievement in both Digital Imaging and Web Design in the Multimedia Department as of Spring, 2008.

Software working knowledge of Photoshop, Illustrator, Dreamweaver, Flash, Final Cut Pro, After Effects, Cubase, Soundtrack, DVD Studio Pro, Microsoft Word

## REFERENCES

Mary Jane Kamrowski mjkamrowski@comcast.net 928.313.0238

Briana Tarantino, Weinstein Gallery, Director of Operations briana@weinstein.com  
415.362.8151

Wes Harris, Dirito Brothers Saab, Sales Manager saabsales@diritobrothers.com 925.627.2404

Ruth Anderson, Designer ruthe.anderson@mac.com 925.212.7699