

Kyle M. Bybee

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Education

Truman State University
Bachelor of Arts: Communication
Minor: Business Administration

Graduation: 2007
Kirksville, Missouri

Experience

Director of Operations and Head Photographer
University Photography

2008-2009
Lawrence, Kansas

- Managed all aspects of operations and photography nationwide
- Designed, wrote, and implemented training manuals and materials
- Trained employees on the proper usage of highly technical photography equipment
- Created and enforced new company policies and procedures
- Organized, scheduled, interviewed, and hired all photography staff and assistants
- Restructured entire Operations department

Customer Service Supervisor and Production Manager
University Photography

2008
Lawrence, Kansas

- Trained and scheduled all customer service representatives and imaging staff
- Responsible for managing all aspects of customer service
- Communicated directly with clients and provided leadership support for all employees
- Edited and enhanced photos utilizing Adobe CS3

Assistant Manager/Guest Service and Environment Specialist
Panera Bread Bakery and Steak 'n Shake, Inc.

2007-2008
Lawrence, Kansas

- Responsible for improving guest service and ensuring guest hospitality
- Ensured the restaurant met its daily goals in labor, projections, and sales
- Reported directly to the administrative staff daily regarding operations of the store
- Completed daily clerical work regarding labor, sales, projections, drawer audits, and deposits

Honors and Activities

National Dean's List
Truman State University President's List
Beta Theta Pi Fraternity Alumnus
Kansas City Metro Adult Hockey League
Teaching English as a Foreign Language (TEFL) Certified
Adult Learning Center Volunteer - Student Teacher
International Experience - 5 months abroad in Paris, France

Computer Skills

Proficiency with Microsoft Office Suite
Advanced Adobe Photoshop and InDesign CS3 Graphic Design and Layout Skills
Superior Typing Skills (70+words per minute)

Character References

Derrick Edmonson, Technical Consultant for Associates-Solutions, Inc., 816-305-0673
Matthew Safley, Beverly Milder's Musical Arts Piano and Voice Instructor, 712-291-5097
Karen Guber, Sales Manager for University Photography, 816-550-6480