

Michael P. Harte

805 698 1252 | 3839 Sunset Rd. Santa Barbara, Ca. | mharte@live.com

SKILLS

Graphic Design & IT

Adobe Creative Suite
FileMaker DB & UX
AWS, WordPress, SEO

Business Management

Human Resources & Benefits
Employee Relations & Discipline
QuickBooks & Accounting

Overall Dedication

Hardworking & Motivated
High Attention to Detail
Thinks Outside the Box

EXPERIENCE

Founder & President | 04/18 - Present | Design Over Matter, LLC | Santa Barbara, Ca.

| Founder of a local Graphic Design firm with a focus on innovative design concepts.

Director of Operations | 05/12 - 04/19 | Renaud's Bakery & Bistro, Inc. | Santa Barbara, Ca.

| Operational & Managerial oversight of 9 locations with 100+ total employees
| Human Resources, Administrative, Information Technology, Marketing oversight
| 5+ Years in a direct support role to the CEO

Server / Payroll Assistant | 01/14 - 12/16 | Relais de Paris | Santa Barbara, Ca.

| Fine dining full service restaurant server with exceptional customer service skills
| Prepared payroll processing, reviewed and approved overtime, recorded and reported data.

Franchise Manager | 05/07 - 06/10 | Cold Stone Creamery | Santa Barbara, Ca. & Phila., Pa.

| Operational & Managerial oversight of 2 locations in Santa Barbara then 1 in Philadelphia.

Managing Editor | 08/08 - 11/10 | The Triangle Non-Profit Newspaper | Philadelphia, Pa.

| 4-Color Press Printing oversight, layout design, AP styling, style-guide oversight.

EDUCATION

Drexel University | 08/08 - 12/10 | College of Arts & Science | Philadelphia, Pa.

| Pursued a degree in Psychology.

San Marcos High School | 2004 - 2008 | Gifted & Talented Education | Santa Barbara, Ca.

| High School Diploma.

REFERENCES

Renaud Gonthier | Co-Founder & CEO | Renaud's Bakery & Bistro, Inc.

| (805) 757-2822 renaud@renaudsbakery.com 3324 State Street, Ste. G, Santa Barbara, Ca.

Nicole Black Gonthier | Co-Founder & Director of Finance | Renaud's Bakery & Bistro, Inc.

| (805) 757-3322 nicole@renaudsbakery.com 3324 State Street, Ste. G, Santa Barbara, Ca.

Additional references available upon request.