



Melvin Ah Ching

Honolulu HI 96814 • 801-810-7135 • mel@macprohawaii.com

Biography

Melvin Ah Ching is a freelance photographer, consultant, blogger, desktop publisher, and computer enthusiast living and working in Hawaii.

Skill Sets

- Digital Photography
- Digital Image Editing
- Writing and Editing
- Newsletter Production
- Design & Layout
- Typesetting
- Online Publishing
- WordPress
- Constant Contact
- Blogger by Google
- Google Search
- Online Research
- Office Management
- Correspondence / Email
- MacOS
- iOS
- Chrome OS
- Android
- Google Apps: Docs, Sheets
- Abode InDesign
- Adobe Illustrator
- Adobe Photoshop
- Data Back-up & Recovery
- Archiving & Scanning
- Microsoft Office
- Microsoft Windows 10
- Live POS
- Social Media: Twitter, Facebook, LinkedIn, Google+, Flickr, Instagram

Education

- B.S. Business, BYU-Hawaii
- Honokaa High School

Online Links & Presence

- [Melvin Ah Ching Productions](#)
- [Melvin Ah Ching Photos](#)
- [Flickr](#)
- [LinkedIn](#)
- [Twitter](#)
- [Facebook](#)

Community | Volunteer

- Assistance League of Hawaii (current)
- [HawaiiReporter.com](#) (to 2014)
- Hawaii Macintosh & Apple User Society (to 2013)
- Political Campaigns (1996 to 2014)

Employment History & Accomplishments

Melvin Ah Ching Productions – Self-Employed • Concurrent since 1992

- Engaged in freelance photography, newsletter writing & production, blogging, consulting
- Production artist, photographer and editor for *Small Business News* from 1988 to 2014
- Newsletter editor & marketing director for Assistance League of Hawaii since January 2018

Legislative Aid, Hawaii State Legislature for Senator Lorraine Inouye • Since January 2019

- Photography, newsletter writing & editing, social media management
- General office duties: correspondence, research, and filing

Retail Sales – Santa’s Pen / Waikiki Christmas Store • May, 2017 to January 2019

- Sales – Christmas & gift products year round, customer engagement & service, cashier

Office Manager, Hawaii State Legislature for Senator Sam Slom • September 1999 to December 2014

- Managed 3 to 7 full- and part-time staff, organizing work flow and solving technical problems
- Published and maintained websites/blogs, researching relevant bills and issues
- Photographed events for newsletters, blogs, websites, and PR
- Tracked legislation, attended meetings and hearings, prepared printed and online reports
- Managed flow of information and assignments for critical crossover votes
- Greeted and informed visiting constituents regarding legislative issues and bill tracking
- Organized and coordinated senate floor presentations; wrote certificates for honorees
- Answered phone calls and emails for Senator Slom and prepared his daily calendar

Production Artist – Reed Kaina Schaller & Strom Advertising, Inc. • March 1991 to August 1993

- Initiated agency’s first online presence for file transfers between agency, vendors and clients
- Developed computer typesetting and graphics on Macintosh system
- Produced all types of printed materials, including advertising, brochures and other collateral

Production Artist – Adcorp International • November 1988 to March 1991

- Instructed staff members how to use the Macintosh computer and a variety of applications
- Developed computer typesetting and graphics on Macintosh and Quadritek systems
- Produced printed materials ranging from advertising to brochures and collateral

Typesetter/Graphic Artist – Paradise Printers, Inc. • July 1985 to October 1988

- Produced artwork for invitations, brochures, newsletters, and other printed materials
- Produced the monthly *Small Business News* publication from 1985 to 1988.

Proofreader – Innovative Media, Inc. • May 1984 to April 1985

- Edited and proofread copy for a variety of printed materials

Student Employment

- BYU-Hawaii: *Ke Alaka’i* editor, *Na Hoa Pono* editor, TV Producer, DJ, wedding photography

Photo Samples By Melvin Ah Ching

