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| **Aaron Thomas Duran** | |
| **Address: 3338 West Tanforan Drive PH: 303-520-5669**  **Englewood, CO. 80110. Email: aaron.duran83@gmail.com** | |
| **Education** | |
| **University of Colorado, Boulder 2001 - 2006** | |
| **B.A. - Studio Arts** | Emphasis: **Drawing** and **Digital Art** |
| **B.A. - Journalism and Mass Communications** | Emphasis: **Creative Advertising** |
| **Career Goals** | **Experience**: Experience is key to getting in the door  **Growth**: Growth provides room for employees to continually evolve with their position  **Happiness**: Happiness brings about an immeasurable amount of satisfaction with the quality of work and loyalty to any persons relationship with their job. |
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| **Hobbies,** **Interests**  **and Activities** | **1986 - Current - Artist:** I have been Drawing since I was 3 years of age and have earned an art degree with a dual emphasis in Drawing and Digital Art.  **1998 – 2001 - Student Government Associate: (** Class President 1999 – 2000 **)**    **2000 - 2005 - Musician;** Lead Vocalist, Back Up Keyboardist - live/improvisational experimental techno band called *Compact Dracula’s*. Recorded over 5 Gb worth of songs; Several Live Performances at local venues such as The Larimer Lounge, The Hi-Dive, 60 South, and Club 156 (in Boulder (Kurt Cobain played back in the day)).  **2001 - 2006 - Volunteer:** University of Colorado’s college radio station. At the station I worked as an On-Air Deejay and a CD reviewer.  **2011 - 2012 - Volunteer:** Working at the local elementary school (Clayton) helping out on such activities as art projects, cleaning and organization and gardening work. |
| **Work Experience** | |
| **Christian Brothers Moving and Storage** | February 2015 – September 2015 |
| Employer Name: Brian Robertson | Contact Number: (303) 526-2636 |
| **Job Title: Office Assistant Warehouse/Truck Supervisor** | |
| * **Office Assistant:** (customer service/sales (customer satisfaction)) * Staff IT work: Software (Microsoft, Brother, HP and mac). Hardware – (Networking, Phone, Fax, Computers, Copiers (large and small format). * Reporting: Daily Call Lists * **Warehouse/Truck Supervisor:** (mileage reports, driver logues, damage reports, qualty control) | |
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| **Rocky Mountain High** | December 2013 – December 2014 |
| Employer Name: Leah Jones | Contact Number: (303) 623-7246 |
| **Job Title: Assistant Manager/Packaging Manager** | |
| * **Retail/Medical Management** (customer service/sales (customer satisfaction)) * inventory, merchandising, reordering, restocking, returns * Recruiting and training new employee * Store Promotions and Sales Marketing * Product Knowledge, sampling product, reviewing strains * consumption methods (i.e. edibles, extracts, dabs, smoking (water pipes, handpipes, bubblers) vaporizers (tabletop, portable, adjustable temp) topical solutions and tinctures). * **Office Management** (phone calls and front desk duties) * Staff IT work: Software (METRC, MJ freeway,and Adilas to Microsoft, Brother, HP and mac). Hardware – (Networking, Phone, Fax, Computers, Copiers (large and small format). * **Packaging Management** –harvesting, conditioning the flowers (curing, burping, etc), weighing, packaging, * Reporting output, quality, SWOT analysis, SOP development (Store and Warehouse). | |
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| **Ganja Gourmet** | July 2012 - October 2013 |
| Employer Name: Mike Brodeur | Contact Number: (303) 282-9333 |
| **Job Title: Assistant Manager** | |
| * **Retail/Medical Management** (customer service/sales (customer satisfaction)) * inventory, merchandising, reordering, restocking, returns * Recruiting and training new employee * Store Promotions and Sales Marketing * Product Knowledge, sampling product, reviewing strains * consumption methods (i.e. edibles, extracts, dabs, smoking (water pipes, handpipes, bubblers) vaporizers (tabletop, portable, adjustable temp) topical solutions and tinctures). * **Office Management** (phone calls and front desk duties) * Software (MJ freeway, Microsoft, Brother, HP and Mac). Hardware – (Networking, Phone, Fax, Computers, Copiers (large and small format). * **Packaging Management** –harvesting, conditioning the flowers (curing, burping, etc), weighing, packaging, | |
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| **Evergreen Apothecary/Colorado Harvest Co./Organalabs** | April 2012 - July 2012 |
| Employer Name: Amber Baca | Contact Number: (303) 735-1906 |
| **Job Title: Budtender** | |
| * Customer Service/Sales * Front Desk Reception (Data Entry, Phones (incoming and outgoing), Printing, Copying, Scanning, Faxing, Notary * Pre-weigh, packaging (Flower, Concentrates, Edibles) conditioning the flowers (curing, burping,handling, etc) * General product knowledge (I/S Dominance, Strain Reviews, Sampling * consumption methods (i.e. edibles, extracts, dabs, smoking, vaporizers, topical solutions and tinctures) * Staff IT work: Software (METRC, MJ freeway,and Adilas to Microsoft, Brother, HP and mac). Hardware – (Networking, Phone, Fax, Computers, Copiers (large and small format). * Graphic Design (Posters, Logos, Social Media) * Photography * General Housekeeping – (Sending items out to be laundered) | |
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| **Freelance** | Sept 2009 – Current |
| Employer Name: Self | Contact Number: (303) 761-0710 |
| **Job Title: Graphic Designer** | |
| * Graphic Designer I have worked with many customer’s in fields from Medical Marijuana, Secure Mail Storage, Food Services, Hair Salons, and Cover Art for musicians. * Website Design, Logo Design, Booklet Design, Business Cards, Flyers, Pamphlets, Videos, CD Covers, Motion Graphics, Adobe CS Software, Original Artwork, Printing, Proofing, Art Direction, * Scanning, Faxing, Mailing, Marketing, Copywriting, etc. | |
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| **EchoStar Satellite Company.** | August 2007- Sept 2009 |
| Employer Name: Heather Crossman | Contact Number: (970) 310-3252 |
| **Job Title: Operations Specialist II** | |
| * Customer Service, * Placing and Answering Phone Calls * Microsoft Office Pro * Database Knowledge and Management * Payment Research, Credit Card Fraud, Payment Tracking, Returned Payments, Returned Checks, * Receiving/Distributing Mail, Faxing, Copying, Scanning, Printing * Company Learning Modules * New Employee Training * Authoring Position Duties and Responsibilities * Customer Resolution * Filing, Auditing, and Data Entry, * During my occupation at this position I managed to receive honors five months in a row for high levels of performance at over 100% production. | |
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| **Apple Retail Store** | June 2007- Aug 2007 |
| Employer Name: Jen Starry | Contact Number: (303) 320-9191 |
| **Job Title: Mac Specialist** | |
| * customer service/support, Sales, Merchandising, General Housekeeping (sweeping, dusting, cleaning), * Product Knowledge – New Product Releases First and Second Party Products * Returns, Defects, Stocking/Restockiing * Simple Repairs, Troubleshooting * Also, Keeping track of Metrics, or sales of computers, softwares, product replacement plans and other such products. My sales were typically in the top 90 - 100 percentile. | |
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| **Sunward Corporation** | August 2006 - April 2007 |
| Employer Name: Robert Viles | Contact Number: (303) 758-4141 |
| **Job Title: Graphic Designer** | |
| * Art Direction * Artist Renderings (Creating, Touch-ups, Adjustments) * Print Marketing Designs - Pamphlets, Booklets, Copywriting * Printing, Copying, Scanning, Faxing, * File Management, Maintaining Stock Images, Filing, * Adobe CS software, * Computer Maintenance, * Printer Maintenance, Printer Repair * Ordering Supplies, etc. | |
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| **University of Colorado Department of Art & Art History** | August 2005 - May 2006 |
| Employer Name: Elaine Paul | Contact Number: **(**303) 492 - 6136 |
| **Job Title: Student Assistant** | |
| * Multimedia Rental – Check In and Check Out * Filing, Categorizing, * Technology Maintenance * Adobe CS, Database Knowledge (internal and online) * Slide Cutting, Slide Mounting, * Transport of Visual Resources * Customer Service * General Housekeeping etc. | |
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| **Mania TV Network** | January 2006 - May 2006 |
| Employer Name: Kevin Staunton | Contact Number: (303) 295 - 5000 ext. 1304 |
| **Job Title: Marketing Internship** | |
| * Managing street team marketers (payroll, supplying marketing materials) * Running Contests (Creative Process, Shipping Prizes, Contacting Sponsors) * Database Management (weekly music video requests, payroll, contact sheets, * Graphic Design (banners, logos and flyers, and other miscellaneous tasks. | |
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| **University of Colorado Office of Financial Aid** | August 2001 - December 2004 |
| Employer Name: Dawn Davis | Contact Number: 303 - 735 - 5991 |
| **Job Title: Student Assistant II** | |
| * Office Management – Training Employees and coworkers * Document Management - Receiving, Filing, Processing (Data-Entry, Imaging) and Auditing vital student financial aid records * Mass Mailings – Single Parcel Packages, Large Financial Packages * Skip-Tracing (Default Loans) * Customer Service | |
| **References** | |
| Rocky Mountain High Alameda  1568 S Broadway  Denver CO 80210 | Office: 720-941-9333  Leah Jones |
| Colorado Harvest Company  1568 S Broadway  Denver CO 80210 | Office: 303-735-1906  Josh Cusack |
| The Bomb - Food Truck  2680 Blake St.  Denver, CO 80205 | Office: 303-379-9095  Joel Martinez |