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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 Alameda1568 S BroadwayDenver CO 80210 | Office: 720-941-9333Leah Jones |
| Colorado Harvest Company1568 S BroadwayDenver CO 80210 | Office: 303-735-1906Josh Cusack |
| The Bomb - Food Truck2680 Blake St.Denver, CO 80205 | Office: 303-379-9095Joel Martinez |