**SUMMARY**

Eager, efficient, and reliable emerging professional with experience in business management, sales, marketing, accounting, and client/account management. Demonstrated time management skills with the ability to work on multiple, unique assignments simultaneously, in a fast-paced environment while maintaining high quality expectations.

**EDUCATION**

**B.S. BUSINESS ADMINISTRATION – FINANCE EMPHASIS 2018**

UNIVERSITY OF COLORADO DENVER

**SKILLS**

* Organizational, analytical and problem-solving skills.
* Excellent interpersonal and communication skills—both verbal and written
* Proficient in complex math concepts with the ability to understand technical information
* Strong problem-solving skills with the ability to develop solutions to unique and complex problems
* Innovative, goal driven self-starter willing to learn and adapt
* Computer Skills: Microsoft Word, Excel and PowerPoint, Digital Dining, Aloha and Dashboard
* Attention to accuracy and detail in processing in a fast-paced office environment
* Ability to question the norm and unusual items as well as look for efficiencies in daily tasks

**EXPERIENCE**

**Travelling Inventory Specialist/Assembler—Advantage Sales and Marketing 1/2020 – Current**

* Build display models and customer orders for wide variety of equipment and furniture
* Work with Home Depot’s Merchandising team to ensure proper levels of inventory
* Update all displays and marketing materials
* Oversee the inventory and display status for Home Depot stores in Arizona, New Mexico and California
* Weekly travel to cover any needed areas in territory and regular extended trips for out of territory needs
* Train and instruct new Assemblers
* Consistently achieve and exceed invoice goals set by the company. Always in the top tier for performance

**Owner—Arizona Event Services- With A Twist Phoenix 1/2020 – 3/2020**

* Built the infrastructure to open a With A Twist franchise based off first-hand experience **(Covid-19)**
* Oversee all sales and operations for the company

**Colorado Operations Manager—With A Twist Colorado—Mobile Event Bartending 4/2019 – 1/2020**

* Manage a bartender roster of 50+contract bartenders
* Oversee event management, planning and bartender deployment
* Develop and implement hiring and training protocols
* Develop and maintain inventory systems
* Maintain event venue relationships
* Develop and write company operations manual
* Consult with Executive team on aspects of mobile bartending pertaining to a franchise model
* Execute bartending contracts when needed

**Account Executive—CK Advertising – Tier 3 Automotive Marketing 4/2018 – 5/2019**

* Manage a portfolio of 14clients on average, maintaining and growing client relationships
* Develop and implement marketing strategies to increase client profitability
* Refer, optimize and negotiate advertising opportunities for clients
  + Assist in compilation of department data for weekly dashboards/reporting/analysis as necessary
* Lead monthly and quarterly in-market client meetings.
* Maintain industry standards and benchmarks within restricted budgets
* Maintain working relationships with media outlets in multiple markets
* Manage individual brand specifications and advertising requirements
* Optimize budgets to maximize full co-op spend allotments based on multiple brand structures

**Lead Bartender/Bar Manager—Comedy Works South 10/2010 - present**

* Lead team in sales with an average of $3,000 in sales per week
* Generated leads through networking, community and business events
* Member of creative team tasked with developing customer-focused product offering
* Continuously assess local market and competition to maintain competitive pricing structure
* Responsible for managing and ordering inventory for four profit centers of multifaceted business
* Maintain vendor relationships, negotiated pricing and managed product offerings to maximize profitability

**Business Administrator—Pie Hole Pizzeria 7/2014 – 12/2018**

* Developed and managed efficient employee scheduling system
* Supported business owner with payroll management and distribution
* Maintained well-organized files and records of business activity
* Conducted interviews and managed hiring process
* Responsible for organization and recording of accounts payable
* Managed $200,000 of annual inventory
* Conducted price evaluations of supplier products
* Communicated with vendors and suppliers, managing orders and billing
* Utilized Excel to track expenses and company spending