



OBJECTIVE

To leverage my diverse skill set, strong work ethic, and adept problem-solving abilities to lead and support my team in completing projects, overcoming challenges, and delivering exceptional quality work. I am committed to prioritizing customer satisfaction and upholding company standards in all endeavors.



EDUCATION

Computer Science & Certifications | Bellevue College

SEPTEMBER 2018 – PRESENT

In my curriculum, I've concentrated on enhancing my proficiency in SQL Server, data manipulation, and data visualization, while also refining my Excel skills. Despite managing a full-time job and leading Northwest Motor Club, I maintained a GPA of 3.5 or higher, earned my Business Intelligence Analyst Certification, and am now pursuing a broader computer science degree.

General Studies AA | Peninsula College

SEPTEMBER 2015 – JUNE 2018

I pursued marketing and business management coursework to enhance the operations of my small business. Subsequently, I tailored my studies to align with a degree most relevant to the technological field. During this period, I obtained my Associate of Arts in General Studies in preparation for transferring to a larger college.



KEY SKILLS & AWARDS

- Microsoft Office Suite
- Adobe Creative Suite
- Business Intelligence Analyst Certification
- Google Ads
- Social Media Marketing
- Calendar & Time Management
- Event Planning (10-1000 attendees)
- Business Management & Operations
- Team Management
- Creative Problem Solving
- Java, HTML, CSS, SQL



LEADERSHIP

Founder & CEO | Northwest Motor Club

AUGUST 2018 – CURRENT

I established Northwest Motor Club from inception, aiming to provide a platform for hosting events and uniting the Washington car community. With the collaborative efforts of my team, we've cultivated this group from the ground to over 3,500 followers. We've successfully organized 50+ car meets and several significant events, facilitating connections among tens of thousands of enthusiasts. Our events boast expansive venues, comprehensive event

schedules with prizes, sponsorships, food trucks, live music, and captivating laser light shows. Additionally, our standard car meets offer a more intimate setting, fostering connections among like-minded individuals. Some of the key responsibilities that I am responsible for are as follows.

- Large-scale Event Planning & Coordination
- Small-scale Event Planning & Coordination
- Quick and effective problem-solving skills
- Event Organization and Logistic Management
- Event Marketing and Promotion
- Sponsor Procurement and Sponsorship Development
- Team Management and Leadership



EXPERIENCE

Game Operation Manager | Thought Ops LLC

NOVEMBER 2020 – CURRENT

As a Game Operations Manager, I oversee all facets of game operations, ensuring smooth functioning and optimal performance. My key responsibilities are as follows.

- Fundraising
- Collaboration with reputable charities
- Launching and maintaining a social media presence across multiple platforms
- Supervising production of touch capability and additional features
- Managing and launching Rescue Bear Operation on Apple App Store, Google Play, and consoles
- Volunteer recruitment
- Addressing miscellaneous duties and problem-solving as they arise

Owner & Operator | Dukes Helping Hands

JANUARY 2012 – CURRENT

Through self-employment and business ownership, I've honed stellar management and interpersonal skills. This role has necessitated practicing punctuality, organization, and clear customer communication to meet their expectations effectively. Over the years, I've garnered numerous 5-star reviews, completed hundreds of jobs, and leveraged word-of-mouth referrals to foster business growth. Some key responsibilities are as follows.

- IT Support
- Technical Advising and Repairs
- Minor Electrical Repairs
- Creative Problem Solving
- Yard Maintenance
- Carpet Cleaning
- Computer Repair

Carpenter | P & M Construction

AUGUST 2019 – JANUARY 2020

During my tenure as a carpenter, I embraced the hands-on nature of the job, understanding that getting my hands dirty was essential to completing tasks effectively. This experience underscored the vital importance of teamwork and communication. Clear communication about individual progress and synchronizing efforts across teams proved indispensable; in our line of work, one person's setback could affect the entire team's progress. Some key responsibilities are as follows.

- Framing

- Siding
- Creative Solutions
- Project Management
- Foundation Work

Front-End Representative | HyVee

SEPTEMBER 2016 – JANUARY 2017

As a Front-End Representative, I mastered the art of keeping operations flowing smoothly. They say, "teamwork makes the dream work," and in this role, that adage rings particularly true. I understood that if I didn't uphold my end of the job, the entire process could unravel. The key duties of my job where as follows.

- Customer Service Excellence
- End Cap Management
- Ensuring Positive Final Shopping Experience to Encourage Return Visits
- Cash Handling and Transaction Processing
- Ensuring Checkout Efficiency and Customer Satisfaction



REFERENCES

Available on request.