

KYLE CRUZEN

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Summary

Dedicated professional with a passion for advising and communication. Currently completing multiple digital media arts courses and building a diverse skill set in web design and digital art. Acquired many transferable skills including digital communications and project management. Proficient in Microsoft 365, Google Suite, and Adobe Creative Cloud products.

Skills

- Microsoft 365, Google Suite, and Adobe Creative Cloud
- Presentations, public speaking, and demonstrations
- Training and mentoring
- Research abilities
- Customer and client engagement
- Group facilitation

Experience

Nova Downtown San Jose | San Jose, CA

Head Barback

03/2023 - Current

- Maintained well-stocked, organized bar ready for customer needs.
- Skilled in supporting bartenders with timely service, managing bar stock, and training new staff.
- Managed an inventory of all liquor and related items needed for bar operation.

Diocese of San Jose in California | Santa Clara, CA

Program Instructor

05/2017 - 07/2024

- Planned, prepared, and presented lessons that followed curriculum guidelines.
- Provided individualized instruction to keep all students at the expected skill level.
- Monitored student progress by grading tests and assignments.

UPS | San Jose, CA

Pre-loader, Driver Helper, PVD

09/2021 - 12/2023

- Loaded and unloaded freight from trucks with a hand-truck or pallet jack.
- Organized delivery trucks.
- Assisted drivers in deliveries.
- Delivered packages to customers from my personal vehicle.

Education and Training

San Jose City College | San Jose, CA

Associate of Arts in Communications/Studio Arts

August 2017 – May 2022

San Jose State University | San Jose, CA

Bachelor of Arts in Digital Media Arts

Expected Graduation December 2025

Activities and Hobbies

- Digital Arts
- Public speaking
- Tutoring and advising
- Hiking
- Music Production

References

References available upon request.