**Nick Milliken**   
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Portfolio listed on nick-milliken.github.io

**Objective**

\*\*\*List specifics for job and company\*\*\*

**School & Program**

Master of Science Business Analytics (MSBA)

University of Colorado Boulder

Boulder, Colorado

**Related Coursework:**

* Information Security Course
* Structured Data Management
* Unstructured Data Management
* Security Analytics
* Multiculturalism and the Social Structure
* Inferential Statistics
* Psychology of Communication

**Skills Profile**

* Portfolio listed on nick-milliken.github.io
* Information Security Course
* Structured Data Management
* Unstructured Data Management
* Security Analytics
* Owned and implemented managerial and operating systems into a small business
* D Developed and trained employees to achieve a high standard of work ethic and ownership of job responsibilities
* built and maintained a healthy social and inclusive climate and positive work culture for all ages
* teaching experience of incorporating best teaching strategies for a holistic and inclusive environment
* Created, implemented and assessed a leadership development program with adults and students

Military Occupational Specialty (MOS) 91-W (Combat Medic) & 14-S (Air Defense)

**Education** Bachelor of Science

Metropolitan State University of Denver

Denver, Colorado

*Major:* Criminal Justice  
*Minor:* Psychology

Cape Coral High School

Cape Coral, Florida

High School Diploma

**Employment History**

**The Art of Life Academy, LLC (DBA: Vision Quest Martial Arts)**   
2012 – Present

Lafayette, CO

*Position:* Owner and Chief Instructor

* Achievements- Legend of East County (The Yellow Scene), 8 times Best of the West winner (The Yellow Scene), 2 time Best of the West winner (Boulder Weekly)
* Built and maintained budget as necessary to ensure adherence to company goals
* Completed and filed State and Federal paperwork, bookkeeping and payroll
* Hired and fired employees
* Wrote policies and procedures for office manager and head instructor job responsibilities
* Wrote standards-based curriculum for age groups (3-adult) in accordance to Vision Quest’s Vision and Mission
* Identified target marketing opportunities, determined radius of influence, monitored demographics, created sales funnels, designed advertisements and copy, and promoted social media accounts and campaigns
* Facilitated renovations and building improvements to create more functional space, increased students’ positive perceptions of the training area, managed foot traffic, created additional effective storage space and improved sustainability of building by upgrading flooring and office equipment

**Vision Quest Martial Arts**   
2004 – 2012

Lafayette, CO

*Position:* Enrollment Director & Head Instructor

* Conducted data collection to refine and improve instructor effectiveness and enhance sales and marketing to specific parent demographics
* Implemented cross marketing strategies with other small businesses and schools to improve marketing effectiveness and overall cost to increase student enrollment
* Wrote and implemented anti-bullying seminars in the dojo and schools across the state of Colorado
* Facilitated and lead lesson planning and special event planning for all instructors
* answered phone calls, competent in point of sale (POS) systems, filed of paperwork, and tracked leads and sales
* Taught introductory lessons, private lessons, daily classes (basic and advanced), FAST defense seminars, birthday parties and special events

**Colorado Army National Guard**  
2004 – 2007

Boulder, CO

*Position:* 91W Combat Medic

* Provided medical support and training for the 1/157th Field Artillery (FA)
* Deployed to Hurricane Katrina to support 1/157 FA, 3/157 FA, and all other Army and Marine forces in the New Orleans area.
  + Responsibilities included; sick call, search and rescue, casualty collection points and loading medivacs
* Held the position of Senior Line Medic.
  + Responsibilities included; tasking and training of all the other Line Medics.
* Implemented a hand to hand training program for the medical section 1/157 FA
* Achieved the Army Physical Fitness Award three times

**Pinkerton & Allied Security**  
2004 – 2006

Gunbarrel, CO

*Position:* Security Guard (Secret Clearance Held)

* Provided physical security of all Lockheed Martin facilities in the Gunbarrel area as well as performed personnel escorts
* Monitored Closed Circuit Television (CCTV) system for main Lockheed Martin facility
* Wrote incident reports
* Held Secret Level Security Clearance

**Florida Army National Guard**  
DATES

Ft. Myers, FL

*Position:* Avenger System Crew Member

* 14M, 14S Avenger System Crew Member and The Man Pad Portable System (stinger missiles)
* Deployed on Operation Noble Eagle (Title 10) for Security Forces work under the Air Force at MacDill Air Force Base
* Performed security forces duties at the Main Gates, Central Command (CENTCOM), Special Operations (SOCOM), Staff Circle, Coalition Village and On Patrol
* Received Army Achievement Medal, National Defense Service Medal, Army Service Ribbon, Humanitarian Service Medal, and Armed Forces Reserve Medal with M Device
* Achieved the Army Physical Fitness Award three times
* Held Secret Level Clearance

**Education** Bachelor of Science

Metropolitan State University of Denver

Denver, Colorado

*Major:* Criminal Justice  
*Minor:* Psychology

Cape Coral High School

Cape Coral, Florida

High School Diploma

**Affiliations**

PSI CHI (Psychology Honor Society)   
DELTA GAMMA XI (Criminal Justice Honor Society)

**References**

References provided upon request