

Richard George Heck

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WORK EXPERIENCE.....

CycleBar Trader's Point, (October 2017 - Present)

- CycleStudio Attendant - customer service, CycleStudio cleaning and preparation, computer systems, client retention

Brad Osborne Real Estate, (August 2017 - Present)

- Personal Assistant - maintain office filing system, taking and maintaining both electronic and written notes (including dictation), daily check in and updates, prioritization of daily tasks maintaining productivity

Self-Employed, (August 2017 - Present)

- Developer – Node.js, Javascript, HTML, CSS, SQL, React, Angular, full-stack web based applications and web sites

Cooper's Hawk Winery & Restaurant, (August 2016 - January 2017)

- Server - sales, customer service, knowledge of products, cleaning; Consistently among top three servers for Wine Membership sales

Ransburg Scout Reservation, (Summer 2014, 2016)

- High Adventure Instructor and Certified COPE Director

Ed Martin Acura, (July 2015 – February 2016)

- Self-managed tasks included pick up and drop off of customers, valet vehicles, cleaned and detailed cars, arranged showroom and managed show and back stock lots

Scotty's Brewhouse, (February 2014 - May 2014)

- Opened a new location in Carmel, IN
- Expeditor - ensured that the Front and Back of House communicated effectively to guarantee production met customers' expectations

REGO-Fix, (October 2013 – January 2014)

- Re-worked warehouse catalog system, increasing productivity and efficiency 50% allowing room for promotions

Earth Fare, (February 2013 - July 2013)

- Opened new location in Carmel, IN
- Managed the salad bar and cold prepared foods from production to stocking, while maintaining a productive workflow among team members; assisted with community events and marketing campaigns

Byron Fellowship, (November 2011 - January 2013)

- Director of Communications - Coordinated nominee application and screening process, assisted in preparing attendees and instructors for course work, management of online profiles, assisted and participated in implementation of course sessions, established social media presence and maintained website

CERTIFICATES.....

1st Dan Black Belt, North Indy Taekwondo (2008-2014)

- Learned patience, discipline and self-control; helped instruct lower belt levels

Byron Fellow, Byron Fellowship (2011)

- Place based learning, evolution of group structures, study of leadership and community development promoting sustainability

COPE Director, National Camp School (2014)

- Studied how to lead a group safely through creative obstacles to promote many aspects of teambuilding and personal development. Mastered the ability to safely instruct and run an artificial climbing facility

Minister, American Marriage Ministries (2017)

COMMUNITY ACTIVITIES.....

City of Carmel (2006-present)

- Initiated new social media protocol
- Helped with the setup, implementation and takedown of large-scale community events including Holiday on the Square, Carmelfest, International Arts Festival and Jazz on the Monon
- Assisted in production of various government cable channel programs
- On-Air talent for Artomobilia, Jazz on the Monon and Carmel Teen Police Academy

EDUCATION.....

Eleven Fifty Academy, Javascript 151, 201, 301 (2017)

- Gained the skills necessary to enter the field of web development. Learned by doing; built a portfolio featuring course projects and usable apps. Became skilled in coding fundamentals, JavaScript, and public speaking

Ivy Tech, General Studies (2011-2015)

- Focus on Physics and Economics

Carmel High School, Core 40 (2011)

- Spanish Club, Chess Club, Photography Club, Rock Climbing Club, Billiards Club, Break Dancing Club