

# **Brian Dresbeck**

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## **Education**

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### **Portland Community College - Paralegal Certificate**

- Memberships: Phi Theta Kappa and Paralegal Club

June 2010

GPA: 4.0

### **Willamette University - Bachelor of Arts**

- English & German

## **Professional Internship**

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### **State of Oregon-Bureau of Labor & Industries-Civil Rights Division**

March-June-2010

- Responded to allegations of employment law discrimination, drafted over 90 perfected charges
- Created awareness brochure for statewide distribution to employers and employees regarding provisions of ORS 659A.270-ORS 659A.290-“Protections for Victims of Domestic Violence, Sexual Assault and Stalking”
- Archived and maintained files, drafted various correspondence, attended legal trainings

## **Business Experience**

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### **Production Worker- Lake Oswego OR**

May 2009-Present

- Run commercial embroidery machine, screen print, and cut vinyl for garments and signs

### **Inside Sales- Clothing and Advertising Specialty Company- Clackamas, OR**

Nov. 2005-Feb. 2009

- Over \$800K in sales to charities, church organizations, & industrial accounts nationwide
- Scheduled production for art, screen printing, & embroidery departments; coordinated sales, purchasing, and receiving
- Used QuickBooks and online research to identify and contact potential customers & to find profitable items

### **Sole Proprietor- Mike Ryan & Sons Sporting Goods-San Jose, CA/ Portland, OR**

Mar. 1991-2005

- Sold awards, athletic equipment, and custom printed apparel & uniforms to schools, universities, professional athletes & teams, government agencies, and corporate accounts
- Revived business that had closed its doors and sold off its inventory
- Managed daily operations: Accounting, Collections, Marketing, Production, Purchasing, and Sales
- Responsible for all leases & contracts: advertising, auto, equipment, property, and sales
- Outside Sales-served coaches, athletic directors, and principals; range: elementary to university programs
- Served high profile NCAA Division 1 sports programs as the SF Bay Area Converse All American Team Dealer
- Hired, trained, and managed production & store staff
- Created original artwork and processed images for marketing materials, website, reproduction of customer artwork, & original designs

## **Computer Experience**

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MS Office Suite including Word, Excel, Access, Publisher, & PowerPoint; QuickBooks, Tabs 3, Abacus Law, Summation, Smart Draw Legal, Corel Draw, HTML

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## **Community Service**

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Ventura Park Elementary Parent-Teacher Organization

**President** 2007-2008 ♦ **Board Member** 2005-2008