

Antonio Duran Jr.

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Education

CODING BOOTCAMP | FEBRUARY 8, 2022 | UNIVERSITY OF DENVER

- JavaScript, SQL, Nodejs, Handlebars, NOSQL, React, Express, Git, Heroku, Sequelize, jQuery, Bootstrap

BACHELOR OF SCIENCE | MAY 18, 2019 | CREIGHTON UNIVERSITY

- Major: Exercise Science

Experience

TEST SITE COORDINATOR | UNIVERSITY OF DENVER | NOVEMBER 2021–PRESENT

- Supervised & maintained COVID test site
- Responsible for day-to-day staffing
- Maintained HIPAA compliance
- Pulled reports to complete and assign tasks

PARKING COORDINATOR | UNIVERSITY OF DENVER PARKING SERVICES | NOVEMBER 2019–NOVEMBER 2021

- Manage inquiries, concerns, and complaints utilizing de-escalation techniques over the phone, by email, and in person
- Developed standard operating procedures and guidelines
- Oversee extensive spreadsheets to maintain monthly operations
- Effectively made decisions concerning citation appeals according to rules and regulations

STUDENT SUPERVISOR | CREIGHTON HEALTH SCIENCES LIBRARY | AUGUST 2016 – MAY 2019

- Supervised student projects and addressed any quality issues
- Assisted patrons by answering questions in person and over the phone
- Collected journal articles from online databases and delivered to patrons
- Operated cash register
- Responsible for closing procedures

LAB INTERN | CREIGHTON UNIVERSITY REHAB SCIENCE RESEARCH LAB | MAY 2018–MAY 2019

- Researched the readiness of cleared athletes to return to sport after ACL reconstruction.
- Analyzed biomechanical ground reaction forces using integrated force plates and motion capture
- Presented research at Creighton University St. Albert's/University Research Day

Skills & Abilities

BILINGUAL - Fluent in English and Spanish

PEOPLE MANAGEMENT

- Assisted with Performance Reviews
- Trained and coached student interns

ADMINISTRATIVE SKILLS

- 10+ years of experience in data-entry, word processing, sending/receiving calls, and customer service
- 5 years of payment processing and scheduling

CLIFTON STRENGTHS

- Context, Analytical, Adaptability, Input, Deliberative