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| 2861 Waterfront Avenue | **DARREN BERGMAN, N.C.** | +1 224 225 9198 |
| Algonquin, IL 60102 |  | [djb.mailbox93@gmail.com](mailto:djb.mailbox93@gmail.com) |

**HIGHLIGHTS**

* Hard worker, quick learner, eager to further knowledge and skills
* Self-motivated; able to learn on own initiative
* Excellent verbal and written communication skills while working with colleagues, clients, and supervisors
* Able and willing to assist co-workers and supervisors in a cooperative manner
* Excellent organizational, time management and problem-solving skills
* Detail-oriented, creative, critical thinker and able to work under pressure in a team to meet deadlines

**EMPLOYMENT**

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| **General Editor/Administration** | **January 2018 – PRESENT** |

**New Eden School**

* Responsible for creating **proficient** exams for an online school with a moderate to high difficulty.
* Demonstrating **multi-tasking skills** by answering students’ technical inquiries, Web Moderation, and Proofreading Courses/Editing.
* **Exceeded demands** of the school director by providing excellent ideas and suggestions to attract more students.

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| **Portal Management Administration/Project Manager** | **August 2014 - May 2017** |

**New Eden School**

* Worked as a **Project Manager/Admin** of a team for developing a WordPress based student portal and demonstrated excellent **communication skills** while working with colleagues.
* Applied excellent **management and administration** skills while assisting the team and communicating with the school director on what was needed and wanted in the portal.

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| **Sales Associate** | **August 2012 - June 2015** |

**Toys R Us**

* Performed **daily department tasks** including stocking, creating merchandise displays, remerchandising inventory items and assisted sales in the tech department.
* Responsible for cash register, communicated with customers and operated sales floor. **Exceeded** sales and promotional goals consistently.

**EDUCATION**

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| **South Bend, Indiana** | **New Eden School of Natural Health** | **JUNE 2016 - PRESENT** |

* **Pursuing Curriculum**: Doctorate of Naturopathy/Original Medicine

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| **Carpentersville, Illinois** | **Dundee Crown High School** | **Graduated 2012** |

* General Education

**TECHNICAL SKILLS**

**Operating Systems:** Knowledge of Windows XP/Vista/10

**Software:** MS Office Suite, Adobe

**ADDITIONAL EXPERIENCE/PROJECTS**

* **Game Developer**: Co-Developer for an Online Browser-based Multiplayer game called, Gemini Station. Responsible for the creation of story content, hierarchy trees and debugging.
* **Volunteer Beta Tester**: Helped in finding bugs and assured the quality of the software applications.