

# Frank Crooks

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## EXPERIENCE

### **Self-Employed**    **San Francisco, CA** - *Independent Research*

January 2019 - Present

- ❖ Focus: education, philanthropy, emerging technology, public benefit corporations.

### **Paradigm Academy**    **Oakland, CA** - *Operations*

June 2017 - January 2019

- ❖ Operations “Swiss army knife” for a mid-sized philanthropy incubator where I supported projects as varied as a blockchain startup, a think tank, CEO development training, and experimental research in psychology, sociology, human behavior, group dynamics, learning, and decision making.
- ❖ Managed three local facilities and collaborated with colleagues around the world.
- ❖ Supported the start and growth of multiple organizations while working in a fast-paced, ever-changing, and habitually understaffed environment. I have high-level prioritization skills and adaptability.
- ❖ Worked solo and in teams, often as dispersed groups that communicate via Slack.
- ❖ Designed, planned, and managed various systems, logistics, vendors, facilities, catering & events, inventory, assets, HR, administrative, and recurring tasks.
- ❖ Developed models to identify, research, and solve difficult new problems.

### **Career Change/Travel**    **Europe**

September 2016 - May 2017

- ❖ Spent time away to recharge and reevaluate my life and career direction.

### **Chevron Corporation**    **Richmond, CA** - *Wharf Operations Coordinator*

December 2011 - August 2016

- ❖ Supervised multiple oil tanker cargo transfers simultaneously.
- ❖ Monitored extremely critical environmental and safety variables.
- ❖ Made countless difficult decisions under pressure, and/or knew when to involve the right people to resolve situations before a loss.
- ❖ Mitigated delays for time-sensitive projects by planning ahead to identify and troubleshoot problems.
- ❖ Analyzed data and trend reports in order to make good decisions.
- ❖ Communicated complex information via radio/phone/computer/in-person to a variety of contact points, including foreign crew members.

### **Driven Raceway    Fairfield, CA - Staff Lead**

October 2010 - November 2011

- ❖ Planned large scale corporate events.
- ❖ Managed and trained customer service staff.
- ❖ Finished as the top sales associate every month that I was there.

### **City of Napa    Napa, CA - Program Coordinator Intern**

June 2010 - September 2010

- ❖ Created, implemented, and facilitated several athletic, recreation, and arts programs and events.
- ❖ Managed part-time and volunteer staff.
- ❖ Performed administrative work. (Microsoft, Adobe, Google suites, CRM's, etc...)

### **In N Out Burger    Vacaville/Chico, CA - Store Associate**

June 2003 - May 2010

- ❖ Maintained highly acclaimed customer service in an extremely busy environment.
- ❖ Fry cook extraordinaire.

## **EDUCATION**

### **Coursera - Blockchain: Foundations & Use Cases**

2018

### **California State University, Chico - Bachelor of Science**

2005 - 2010

I majored in Recreation Administration with an emphasis in Community and Commercial Recreation. I'm passionate about enhancing social well-being through the most effective means possible.

- ❖ Highly Entrepreneurial - Created multiple businesses from the ground up including concept creation, feasibility studies, websites, marketing material, etc...
- ❖ Teamwork skills - Participated in countless group projects/presentations.
- ❖ Critical Thinking - From sociology to philosophy, political science to environmental science; this is a skill I continue to work on every day.
- ❖ Computer Skills - Proficient in Microsoft, Adobe, Google suites, CRM's; basic skills in HTML, CSS, and Javascript
- ❖ Well-Rounded - I learned both business and life skills and was taught to look past what's on the surface and see the bigger picture. Whether I was volunteering with people with disabilities, presenting an ethical business plan, or discussing a passage from an enthralling piece of literature, I feel like I walked away with practical skills and a sense of wisdom that I will apply throughout my life.