

# Austin Dreier

Loveland, CO

austindreier@icloud.com - 4043842344

Hard working, positive, and energetic Business Administration student with a concentration in marketing and customer service. Successful experience and history in sales, retail, brewing processes, breweries, baking, bakery management, wholesale procedures, public relations, project management, automotive repair, automotive parts retail, computer repair, IT support, server room management, customer service, and positive customer communications looking to contribute my can-do, positive and strong work ethic to a growing company. Interested in financial divisions and start-up companies looking to grow larger.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## WORK EXPERIENCE

### Screen Printer

Local Athletix - Fort Collins, CO - March 2015 to Present

#### Responsibilities

Print positives for designs, Prep screens with emulsion for positives, organize print room, clean screens and other equipment, print designs and logos on products, dry products on large conveyor drier, sort/organize finished products, manage entire printing process

#### Accomplishments

While working with Local Athletix, I have had a huge impact on the success of this start-up. Printing our own products has allowed the company to save on overhead costs and stream-line productivity.

#### Skills Used

Multi-tasking, Attention To Detail, Organization, Management, Screen Printing, Sanitation, Printer Repair

### Baker

Milk Run Donuts - Steamboat Springs, CO - January 2014 to November 2014

#### Responsibilities

Responsibilities included:

Opening up bakery in the afternoon to start preparations for the nights baking shift.

Preparing and setting up all ingredients to be mixed

Measuring out all the required ingredients, including flour, sugar, salt, dough mix, water (at its specific temperature), cake donut mix, etc...

Preparing the glazing mixture to go on both cake and regular donuts.

Preparing, starting, and cleaning all mixing equipment.

Mixing, proofing, cutting, frying, baking, and glazing all donuts for the morning customers.

Frying all proofed donuts to perfection, making sure they were all the same size and consistency.

Delivering donuts to local shops, ski gondolas, and gas stations in the early morning.

Wiping down and cleaning all equipment at night, including sweeping and mopping the floor at the end of night.

#### Accomplishments

During my time working for the Milk Run I had a huge impact on the business, as the hours were very long and unusual it made it very difficult for the owners to find someone for the job. I took the responsibility and played a large role in the success and operation of the business due to the fact that if a baker was needed at last moments notice I was there to prepare and make all the product needed for the morning rush. Being willing to come in on a day off aided in the continued operation of the business.

#### Skills Used

The skills I executed while working for the Milk Run consisted of a variety of detail oriented measuring and baking skills.

### **Waiter/Server**

Rio Grande Mexican Restaurant - Steamboat Springs, CO - January 2014 to November 2014

#### Responsibilities

Responsibilities included:

Cleaning and setting up tables for customers.

Learning the entire menu and being able to explain in detail the ingredients of each meal and how said meal is prepared in order to accommodate the customer in any way.

Cooperating and communicating with the kitchen/back of the house staff in order to maintain an efficient and organized restaurant environment.

Learn the different types and qualities of the tequila offered in order to educate and accommodate the customer.

Accurately take customer orders and relay them to the kitchen staff via in-store POS system.

Serve drinks and food to customers in a timely fashion.

Assure and maintain excellent customer satisfaction by providing proper attention to customers and solving any issues that arise.

#### Accomplishments

While working at the Rio Grande Mexican Restaurant I had a strong, positive impact, on the operation of the restaurant. Due to the location of the restaurant being in a resort/vacation city, the stability of the workforce and the punctuality of other employees was poor and there was often a shortage of staff, because of this the biggest impact I had while working at the restaurant was being available any day if needed. In addition, my punctuality and strong work ethic had a big impact on the success of the business and its ability to operate at full complicity during business hours.

#### Skills Used

While working as a waiter/server for the Rio Grande Mexican Restaurant i had to implement a variety of different skills including:

- Excellent customer service
- Complex problem solving
- Attention to detail
- Memorization
- Food and drink knowledge
- Fast paced maneuvering in a high stress environment
- Positive and friendly attitude in a high stress environment

### **Commercial Driver**

AutoZone - Loveland, CO - June 2013 to December 2013

#### **Responsibilities**

Applied knowledge of commercial driving skills in maneuvering vehicles at caring speeds in difficult situations, such as heavy traffic, inclement weather, and in and out of tight loading and unloading areas. Operation of automotive parts room; receiving, ordering and issuing parts and supplies; issuing, maintaining and closing work orders

#### **Accomplishments**

Successfully completed irregular work schedules, long driving deliveries, short notice for assignment of trips and tight delivery schedules. Completed customer satisfaction by performing minor automotive repair on customer automobiles.

#### **Skills Used**

Customer Service, Commercial Sales, Registrar operations, Retail of Specific Automotive Parts

### **Accounts Assistant**

Paperworks Accounting and Tax Solutions - Walla Walla, WA - December 2012 to June 2013

#### **Responsibilities**

Prepared, orginized, and submitted a variety of tax and accounting firms to the IRS. Managed financial books for various local business. Performed payroll and other related activities. Lead a small team in marketing business services to a targeted demographic whithin the Walla Walla, WA area.

#### **Skills Used**

Management, Team Leadership, Advertising, Marketing

### **3rd Grade Student Teacher**

Palau SDA Elementary - Koror, Republic of Palau - July 2011 to July 2012

#### **Responsibilities**

This was a humanitarian mission designed to assist the needs of under-privileged children on the island nation of Palau. Responsibilities included Directing and managing a classroom of twenty-one, eight year old students. Demonstrated superior organizational and reporting skills. In addition I created and developed lesson plans in all elementary school subjects including math, science, and language.

#### **Accomplishments**

Worked in teams with other teachers to establish an effective school wide management policy that greatly increased productivity both inside and outside the school for all elementary level grades.

#### Skills Used

Management, Team Leadership, Classroom Supervisor, Reporting, Class Work Grading, Teaching School Subjects, Humanitarian Demonstration

#### **Sale Representative**

Polo Ralph Lauren Factory Outlet - Loveland, CO - May 2009 to October 2009

#### Responsibilities

On a day to day basis I assisted customers in finding correct material needed and supported customers in decisions regarding sales purchases. Also, I performed inventory and on occasion assisted in the financial account at the end of day close.

#### Skills Used

Customer Service, Customer Satisfaction, Accounting, Inventory, Sales

#### **Assistant Technical Manager**

Southern Adventist Union - Atlanta, GA - April 2007 to August 2007

#### Responsibilities

Responsible for network and data analytics, server maintenance in addition to providing technical support and computer repair for staff.

#### Accomplishments

Assisted in revamping the entire network system making it easier for staff to be more efficient

#### Skills Used

Technical Support, Data Analysis, Computer Repair, All Microsoft Office Proficiency, Customer Service

#### EDUCATION

#### **Bachelor's in Business Administration**

Walla Walla University - Walla Walla, WA

2011 to 2017

#### SKILLS

Automotive Parts Knowledge, Conflict Resolution, Complex Problem Solving, Project Management, Process Improvement, Customer Service, Team Building, Team Leadership, Computer Literate, Attention To Detail, Customer Needs, Screen Printing