Scott Schulman

Lakewood, CO 80227 | (303) 562-7688 | Scott.schulman84@gmail.com

# Experience

2014 – 2020

### Project Manager | Vacant Interiors, INC

Performed and oversaw projects in the construction business from the top down including estimates, drafting and visual aids, materials ordering and procurement, scheduling in house employees, hiring of contractors, determining employee pay, job costing, and most importantly customer satisfaction.

Thousands of hours of experience using QuickBooks for estimates and invoicing.

Met thousands of clients in their homes and places of work doing estimates. Built strong, long term relationships with clients.

Company retained an over 95% repeat referral rate during my employment.

Maintained a leadership role over six years and worked in a close-knit small business environment comprised of a diverse, multi-lingual staff that thrived on teamwork.

Juggled multiple projects at once, with up to 15-20 active projects at any given time.

Handled emergencies related to plumbing issues, electrical safety, fire hazards, and unsafe materials on job sites in occupied and vacant residences and businesses.

2021 – present

### Chef / Bartender| Zoka’s

Create original dishes and designed menus for the restaurant.

Employ French, Italian, American, Latin, Asian, Cajun and Creole techniques to create classic and unique dishes.

Train new employees and displayed general feats of leadership in a fast-paced work environment.

Design specialty cocktail menus

Organize and manage events including holiday parties and live music

2021 – 2022

### Caretaker | Home

Became live-in help for my elderly father.

Organize and assist with medication.

Cook and clean.

Drive to doctor’s appointments and hospital visits.

2022 – present

### Owner | Single Action Services

Construction consulting and handyman repair work.

Insured for liability, errors and omissions.

Sole owner and employee.

### Chef/ kitchen manager | YMCA Camp Shady Brook

Helped plan nutritious meals for campers and cooked multiple variations of meals to accommodate dietary restrictions multiple times a day.

Provided leadership and training for international coworkers.

# Education

* Community College of Denver, Denver, Colorado
* Began a transfer program in mechanical engineering in 2012 before becoming a project manager, was enrolled in a paralegal certificate program before switching to computer science.
* Certified NOLS Wilderness First Responder.
* Certified to perform Adult/Child/Infant CPR and administer Epinephrine Auto-injector.
* Licensed Life and Health insurance broker in the state of Colorado.
* Currently attending full-stack web development course at DU.

# Proficiencies

* Training in legal research, analysis, and writing. Able to research and interpret laws. Familiar with Boolean method. Able to compose briefs, motions, and other important legal correspondence.
* Drafting experience both paper and AutoCAD for mechanical and architectural projects.
* Experience in welding, steel fabrication, carpentry, electrical and plumbing, mechanical and electrical engineering, photography, painting, marketing and advertising.
* Trained to perform First Aid in the backcountry. Able to use teamwork to plan and execute rescue operations in a variety of scenarios. Trained in patient assessment, able to perform full patient physical in the field and identify and treat numerous symptoms of serious injury and/or illness.