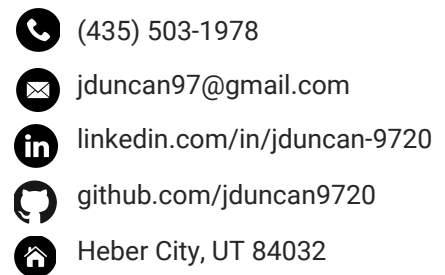


# Joshua Duncan

WEB AND GRAPHIC DESIGN - GALLERY SALES  
BUSINESS MANAGEMENT



## EDUCATION

### FULL STACK WEB DEVELOPMENT CERTIFICATE

UNIVERSITY OF UTAH  
2020

**BUSINESS MANAGEMENT  
ASSOCIATES DEGREE**  
UTAH VALLEY UNIVERSITY  
1997

## TECHNICAL SKILLS

HTML, CSS  
Javascript  
MongoDB, MySQL  
Express  
NODE  
React.js  
Bootstrap.js  
Adobe Photoshop  
Adobe Indesign  
Adobe Illustrator  
Microsoft Office  
Quickbooks  
Social Networking

## INTERESTS

Time with Family  
Hiking & Fishing  
Skiing  
Gaming  
Music & Concerts  
Travel

## PROFILE SUMMARY

Dedicated, proactive business management and web development professional whose 20-year record includes, establishing and maintaining workings of both new and existing businesses, designing products and marketing materials for print and web applications, creating user friendly websites, and successful sales of high value artwork. Effective communicator with the ability to work with customers and co-workers at all levels. A results-focused, creative individual with excellent leadership and organizational skills. Recently completed a Full Stack Web Development course through the University of Utah.

## EXPERIENCE

### BUSINESS MANAGER - WEB AND GRAPHIC DESIGNER

ROBERT DUNCAN STUDIOS // MIDWAY, UT // 1998 - PRESENT  
( CURRENTLY PART-TIME )

- Work with owner and employees to create and achieve company goals
- Organize and keep inventory of over 200 prints, cards, and yearly calendars
- Design and maintain an ecommerce website offering over 200 products
- Design promotional email blasts and maintain customer database
- Create and oversee printing of all retail products and advertising material
- Control all organization and storage of all media files and backups
- Design and oversee printing of 15,000 yearly retail wall calendars.
- Manage all printing, color checks and quality control with local printing companies
- Past travel to Hong Kong to oversee printing of yearly calendars
- Clear product through international shipping and customs
- Cultivate and manage relationships with retail and wholesale clients
- Manage all day to day operations of professional publishing business.

### DIRECTOR OF SALES

MOUNTAIN TRAILS GALLERY // PARK CITY, UT // 2014 - PRESENT

- Sell and promote original artwork and sculptures from over 60 different artists
- Demonstrate to clients the value of \$3000 - \$150,000 artwork
- Maintain website and online inventory management
- Design print advertisements for national art magazines
- Assist clients with home consultations and installations of artwork
- Work with high end clientele in sales and customer service from beginning to end
- Maintain clients trust while working inside private communities and homes in the Park City area while overseeing installations and deliveries of artwork.

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(435) 503-1978



jduncan97@gmail.com



linkedin.com/in/jduncan-9720



github.com/jduncan9720



Heber City, UT 84032

## COMMUNITY SERVICE

### BOARD MEMBER

CHARLESTON WATER  
CONSERVANCY DISTRICT  
Heber City, UT  
2013 - Present

## EXPERIENCE (continued .... )

### ART CONSULTANT

MANGELSEN IMAGES OF NATURE // PARK CITY, UT // 2011 - 2014

- Sell and promote the high end limited edition photography of Tom Mangelsen
- Home consultations and installation of artwork
- Work consistently with high end clientele in sales and customer service
- Top selling part-time employee for 2013

### DELIVERY DRIVER

PRINTING RESOURCE // LINDON, UT // 1997 - 1998

- Organize and deliver printed material
- Meet customer deadlines