

# Josh Bourassa

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## EDUCATION

N.E. Institute of Art

BROOKLINE, MA

1998 - 2002

BS in Video Broadcasting

## PROFESSIONAL EXPERIENCE

**Independent Carpenter** (2020 - present) *Fix It Build It; Denver, CO*  
Home and small business rebuilds, remodels and handyman services

- Project coordination hitting 95% of budget and time goals
- Finish carpentry
- Custom built shelving and storage solutions
- Kitchen remodels, cabinets and countertop install
- Replacing windows and both internal and external doors
- Restore or install genuine hardwood or floating floors
- Drywall installation and patch work
- Tile work
- Furniture building and refurbishing
- Outdoor projects including decking, garden boxes, and gutters

**Retail Store Owner** (2018 - 2020) *Wayfarer Gifts; St. John, USVI*  
Opened and ran independent artist co-op

- Refurbished storefront transforming a storage shed into a professional retail floor
- Designed and built interior and exterior signage
- Built and installed shelving and specialized displays
- Recruited artists and negotiated commission rates

**Property Manager** (2016 - 2020) *Mandal House; St. John, USVI*  
Managed short term apartments and vacation villas in US Virgin Islands

- Carried out daily maintenance and special repairs to company equipment including the building, exterior grounds, fixtures, plumbing/water pumps, and household appliances
- Groundskeeper responsible for all outdoor spaces and cisterns
- Independently trouble shot and fixed property issues
- Provided professional and courteous guest relations as on-site contact for renters
- Storm prep and re-opening for annual hurricane season
- Post-hurricane rebuilding involving framing, drywall, tilework, roofing, and debris removal

**Store Manager** (2014 - 2016) *Oasis Cannabis Super Store; Denver, CO*  
Helped open then managed recreational cannabis store

- Ran 16 register floor with 25 person staff bringing in \$40,000 daily
- Responsible for opening store, counting cash drawers and preparing deposits
- Maintained daily inventory of cannabis, smoking accessories and company merch
- In charge of sales and customer service training for all new budtenders
- Ensured strict adherence to all state and city laws

## COMPUTER SKILLS

Microsoft Office

Adobe Lightroom &

Photoshop

AUTOCAD 2000

DownStream CAM350

DVCPro

Media 100

Final Cut Pro

Metrc & MJ Freeway

## VOLUNTEER WORK

**Coral Bay Community Council Board Member & ST. JOHN, USVI**

2017 - 2020

Ran Bizarre Bazaar, annual holiday market netting \$15,000.

- Organized event space
- Recruited volunteers and vendors
- Oversaw silent auction
- Organized live entertainment
- Provided for security and parking services
- Handled set-up and tear-down
- On-site, day-of contact

## TEACHING EXPERIENCE

**English Teacher**

SHENZHEN, CHINA

2011 - 2014

In-country ESL teacher for adult and youth classes

- Focused on spoken skills and cultural understanding
- Highest sales rate in district for new student enrollment
- Rated in top 3 teachers in school for 19 months straight