

# Josef Kurk Edwards

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## **PROFESSIONAL SUMMARY**

My studies in Neuroscience, Psychology and Spanish and my work in catering during college have provided to me intensive flexibility in providing not only excellent customer service, leadership and team building skills, but have provided me with the necessary communications tools in order to work in a diverse work environment effectively. What I lack in years of being in the workforce I have reciprocated with passion and drive to connect, network, as well as help charity events during my collegiate career. With mastery in both the Spanish and English languages, I provide the opportunity to allow for a diverse range of customers to be in communication with whatever business I work for. With trainings, I am fast to learn and always consider the team and not just myself; I take on new skills with velocity and can provide quantitative and qualitative analysis of the next step the business can do to improve income. I believe in myself and the work I place into this world.

## **SKILLS**

Spanish and English mastery

Host Home Provider training

Psychological & Neuroscience Background

Complex analytical problem solving

Digital marketing, forums and websites

Customer Service experience

Excellent & effective communication skills

Event planning (Catering and charity)

Goal-oriented project presentations

Positive and upbeat

Qualitative and quantitative problem solving

Strong interpersonal skills

## **EDUCATION**

High School Diploma: 2014 Rangeview High School - Aurora, CO

B.A.: University of CO, Boulder, Psychology with disciplined class structures in neuroscience and physical brain processes.

B.A.: University of CO, Boulder, Spanish (language and literature)

## **WORK AND VOLUNTEER HISTORY**

### **Norlin Library (2014-2015)**

Intensive organization of books and maintaining the stacks, while also learning book keeping and using the softwares that allow the library to organize itself effectively. This job really provided the foundation of being able to understand how certain businesses organize their spaces and what technology that is specific for them in allowing facilitation of complex organization of vast materials.

### **INVST Leadership Community at CU (2015-2016)**

Tabling at different areas on campus to bring to attention to students who are interested in making a true impact in their environment and their leadership skills. Working under a supervisor (Sabrina Sideris) in recruiting students to INVST and providing information and creating work materials to both the supervisor and for those that have applied to INVST so that they can begin their intensive work in the background.

### **Catering (2016-2019)**

Provide excellent customer service in a physically intensive environment which does not tip. Effectively organizing the work space in the kitchen, dry storage, washroom, and providing any needs for the customers when prompted or when seen by me. Work with a dress code that provides an image that shows professionalism that the company provides and working as a team with both student works (like me) and managers as we work together to create impeccable event experiences.

### **Host Home Provider (2019-Present)**

Qualified adult host home provider for those with disabilities, both mental and physical. Helping client with transportation, therapy services, day program services, and general provisions for comfortable house hold living.

### **Charity events (2016-present)**

Work with Management In creating and Implementing a variety of programs, including entertainment, and non-profit events within the bar scene. Provide support in obtaining money from bar goers from multiple different backgrounds (including LGBTQ enviroments), and providing a positive enviroment for work to get done, while also having fun within the experience. Have provided work for the Imperial Court of the Rocky Mountain Empire Charity Organization, Vybe, Trade, School events, etc.

### **Other Trainings and Experiences**

- The Landmark Forum (and its advance course, assisting programs and SELP leadership workshops)
- CU Gold Leadership Training
- Advance Leadership Training (CU Gold part 2)
- LGBTQ Peer and Health Advisor
- Qualified Adult Foster Care Professional
- Accounting and Calculus

Thank you for considering me for your position,

Sincerely,

Josef K. Edwards

720-372-6943