

#### **SUMMARY OF QUALIFICATIONS**

- Recent graduate with a BSBA in Financial Management; studies included finance, accounting, and strategic management; completed classes in corporate finance, managerial and financial accounting, operations, economics, management, and investment services
  - 13 years of customer-facing and office experience in high-activity environments; successful in delivering a wide-range of services with a high rate of customer satisfaction
  - Software skills include Microsoft Office Suite, Xactimate, EDGE Estimating, customer-relationship management systems (CRM), and point-of-sales systems (POS)
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#### **EDUCATION**

##### **University of Colorado Denver, Business School, Denver, CO**

- Bachelor of Science, Business Administration in Financial Management; graduated May 2024, 4.0 GPA, Summa Cum Laude
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#### **PROFESSIONAL EXPERIENCE**

##### **Family Estate Manager, Denver, CO May 2019 – Present**

- Paid trustee, durable power-of-attorney, medical power-of-attorney, manager of family estate, manage two properties, ten investment and retirement accounts to ensure smooth financial transfers

##### **Culinaire International, Denver Art Museum, Denver, CO, September 2021 – May 2023**

###### **Food and Beverage Server**

- Provide customer service to patrons of the Denver Art Museum; \$3k in daily revenue during lunch hours
- Responsible service of food and beverage, including alcohol
- Helped launch new restaurant concept, under the direction of a James Beard Award winning chef

##### **Elite Roofing, Denver, CO, September 2011 – December 2018**

###### **Project Manager / Estimator**

- Collaborated with 30 team members to coordinate financial, legal, and logistical operations of commercial and residential roofing projects
- Provided Xactimate estimates to insurance carriers for hail / wind damaged homes, prepared and delivered supplemental documents, included over \$500k in additional company revenue

##### **Service Uniform, Denver, CO, September 2016 – December 2017**

###### **Account Manager**

- Managed 120 accounts to provide accurate inventory of uniforms, bathroom products, to serve varied industrial factories, construction suppliers, fast-food restaurants, and auto shops
- Upsold services and products, managed detailed chip-implementation tracking systems
- Planned routes, filled orders, maintained accurate accounting records, invoices, etc.

##### **Delaware North Companies, Denver International Airport, Denver, CO, July 2010 – June 2012**

###### **Bartender**

- Served as bartender, shifted between five different busy DIA venues, supported up to 15 staff members per venue, Provided customer service in a restaurant with over \$10k in daily revenue
- Responsible service of food and beverage, including alcohol
- Worked as a team member within a fast-paced, high-volume environment

##### **Old Chicago Restaurants, Wheat Ridge, CO, June 2006 – June 2010**

###### **Bartender**

- Provided customer service in a restaurant with \$5k in daily revenue
  - Responsible service of food and beverage, including alcohol
  - Worked as a team within a fast-paced, high-volume environment
  - Earned Bartender's certification, participating in food-service health safety classes
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#### **COMMUNITY SERVICE AND LEADERSHIP ACTIVITIES**

**The National Society of Leadership and Success, member since 2022**

**The Leukemia & Lymphoma Society, Colorado Springs, CO, Annual Fundraiser, 2013 – 2018**