

Paul Duran

Aurora, CO

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To obtain a position that will utilize my management skills, quality assurance, program development, training experience, customer service abilities, while providing opportunities for growth. I am a highly motivated, personable business professional. Flexible and versatile - able to maintain a sense of humor under pressure. I'm Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. I have excellent team-building skills.

Authorized to work in the US for any employer

WORK EXPERIENCE

Security Officer

Securitas Security Services - Denver, CO - April 2013 to Present

Responsibilities

Job Description - Observes and reports activities and incidents at an assigned client site, providing for the security and safety of client property and personnel. I conduct periodic tours to check for irregularities and to inspect protection devices and fire control equipment. Preserves order and may act to enforce regulations and directives for the site pertaining to personnel, visitors, and premises.

Skills Used

Customer Service

General office skills

Preserved Order

Enforced Regulation

Security

Safety of Property/Personnel

Store Protection Specialist/Sales Associate

Ross Clothing Store - Colorado Springs, CO - November 2012 to June 2013

Responsibilities

Job Description - This position provides a visible presence at the store entrances/exits, mitigating theft and fraud and maintaining a safe and secure environment for associates and customers. Responsible for greeting customers, deterring opportunity for theft by physical presence in company issued vest, and monitoring Code 50 policy. Intermittently walks sales floor to identify and address potential theft indicators. Partner with store leadership to ensure compliance of Loss Prevention directives and minimization of operational shortage.

Accomplishments

I got to work with the General public,staff,management team

Skills:

Cash Handling

POS System

Customer Service

Loss Prevention

Merchandising

Motivation
Team leadership/Mentoring
Distribution of Apparel

Assistant Manager/General Manager

Olympic Training Center Spirit Store - Colorado Springs, CO - April 2006 to September 2011

Job Description - Assistant Manager: Conducted daily shipment receiving in and out, monitored staff and sales, conduct cash/visa/check transactions, merchandising, opening audit/ending day audits and deposits, followed opening and closing procedures, daily bank deposits, marketing, conducted monthly inventory, assisted in customer service.

Job Description - General Manager: Opening and closing of the store, ordered inventory and supply's, purchase orders, hiring/firing, processed payroll, employee reviews, merchandising, all training to employees, marketing, monitored sales goals, dealt with complex customers, problem solving, audits and bank deposits, tracked monthly cycle counts and Inventory, coached employees, conflict resolution, processed orders over the phone which were sales and shipment to customers, processed damaged items.

Skills:

Customer Service
Time Management
Problem Solving
Cash Handling
Advertising
Management
General Office skills
Day/Night Audits
Employee Scheduling
Inventory Control
Opening/Closing of Store
Loss Prevention
Payroll
Written/Verbal
Strategic Planning
Interpersonal Communication
Shipping/Receiving
Data Entry
Staff Development
Team Leadership/Mentoring
Planning Events

House keeping

Federal Building Services - Pueblo, CO - January 2002 to March 2006

Job Description- Responsible for maintaining the food court area as well as restrooms around the mall, sweeping, mopping, trash disposal, vacuuming, and stocking of paper goods/cleaning chemical supplies, Strip and wax of floors, spot cleaning of carpet stains and keeping mall areas clean and up kept in a orderly manner.

Skills:

Strip/Wax of floors
Cleaning

Trash Removal
Spot Cleaning of Carpets
Stocking Supplies
Sweeping
Mopping

EDUCATION

Business Management

National American University - Colorado Springs, CO
October 2011 to Present

Diploma

East High School - Pueblo, CO
August 2001 to June 2005

ADDITIONAL INFORMATION

Skills Summary

- ◆ Customer Service
- ◆ Time management
- ◆ Problem solving
- ◆ Advertising
- ◆ Planning
- ◆ Motivation
- ◆ Decision making
- ◆ Management Skills
- ◆ General Office Skills

- ◆ Cash Handling
- ◆ Competition and industry awareness
- ◆ Day/Night Audits
- ◆ Interpersonal communication
- ◆ Scheduling
- ◆ Inventory Control
- ◆ Merchandising
- ◆ Strategic Planning

- ◆ Written/Verbal skills
- ◆ Data Entry
- ◆ Payroll
- ◆ Employee Scheduling
- ◆ Staff development
- ◆ Team Leadership/ Mentoring
- ◆ Delegation
- ◆ Shipping and Receiving

- Computer Skills
- ◆ Microsoft (Word, Excel, Power Point, Outlook)
- ◆ Basic Computer Function's

◆ Windows OS

Personable Skills

◆ Hard working

◆ Fun

◆ Energetic

◆ Honest

◆ Loyal

◆ Caring

◆ Open Minded