

# CHRISTOPHER URBAN

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## EDUCATION & CERTIFICATIONS

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### **COLORADO FILM SCHOOL** **AGS Associates Degree**

**Lowry, Colorado**  
August 2007 – May 2010

- Concentration: Writing and Directing for Film & Video

### **OSHA CERTIFICATION** **Hazardous Waste Operations & Emergency Response Standard**

**Denver, Colorado**  
August 2013

- Concentration: Identify and contain Hazardous Materials in the event of Natural Disasters

## EXPERIENCE

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### **Fisher Honda**

**Boulder, Colorado**

#### *Quality Assurance Automotive Detailer*

*March 2014– Present*

- Perform high quality detailing service to customer vehicles along with pre-owned vehicles
- Power clean interiors, shampoo carpets and seats, vacuum and apply dressing to leather and vinyl and buff exteriors
- Final quality assurance inspection of vehicle for customers or used car managers

### **DriveTime Automotive Sales Group**

**Denver, Colorado**

#### *Automotive Lot Technician*

*October 2013– March 2014*

- Provided quality service to customers whether or not they purchase a vehicle
- Responsible for an inventory of 70-90 vehicles both physical inventory and paperwork management
- Conducted daily inspection of all vehicles for safety/reliability and recorded data to server
- Performed preventative maintenance and diagnostic procedures on all incoming vehicles

### **Karl W. Schmidt & Associates**

**Commerce, Colorado**

#### *Engineering & Manufacturing Assistant*

*March 2013 – June 2013*

- Modified pre-engineered drawings and models to fit project-specific plans using SolidWorks and AutoCAD
- Collaborated with all departments including: sales, engineering, marketing, and corporate
- Worked closely with engineering department to ensure mechanical drawings and models were accurate for pre-engineering
- Aided with Customer Site Layouts and Mechanical Technical Drawings
- Prepared customer equipment layouts, drawings, and user manuals for mechanical equipment
- Priced equipment for customer layouts
- Planned and executed multimedia projects for company and internet distribution

### **Miller Coors (Aerotek)**

**Golden, Colorado**

#### *Deco Operator– High Speed Manufacturing*

*May 2012 – March 2013*

- Operated high-speed equipment including: printers, cell bin loaders, banders and central palletizers
- Performed general and preventative maintenance on machinery along with hourly data entry of machine performance
- Assisted with new employee training including policies, safety, and high product quality for end customer use
- Hourly quality checks on palletizers using Infinity computerized system; band tension, band location, and visual checks of pallets
- Train employees and temporaries on machine operation and safety; cell bins and palletizer

### **Wisteria Productions, LLC**

**Ft. Lupton, Colorado**

#### *Administrative Office Manager*

*May 2011 – May 2012*

- Dedicated and technically versed office manager with strong administrative support to the members of the office
- Maintenance of office records including: bookkeeping, payroll distribution, client database, and record keeping
- Assisted in confidential client data files, records, and payments
- Built and maintained working business relationships with vendors to maintain vendor/client relationships to uphold superb customer service

## SKILLS/INTERESTS

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**Computer and IT Skills:** Microsoft Office, AutoCAD, SolidWorks, Adobe Creative Suite, Final Cut Suite, Mac/PC

**Interests:** Automotive, Carbon Fiber/Fiberglass, Photography, Cinematography, and Conceptual Engineering

**Honors/Awards:** President's Award for Educational Achievement

**Lakewood, Colorado**

- Signed by President George W. Bush II

April 2007