

Austin Paul

13190 E Linvale Place

Aurora, CO 80014

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Objective

To obtain a position with an organization that will allow me to develop and enhance my professional skills and experience.

Professional Skills

- High proficiency in computers: Microsoft Office Suite (especially Word, Excel, Visio), general PC troubleshooting, 55WPM typing.
- Polished oral and written communication skills.
- Highly organized, attentive to detail and able to multitask.
- Strong leadership qualities, equally effective as member of a team.
- Works comfortably and effectively in a highly collaborative, fast-paced environment.
- Excellent and proven customer service skills; ability to develop rapport to bring repeat customers.
- Ability to analyze and solve problems in logical and creative ways
- Motivated to learn; initiative taker.
- Ability to use general office equipment.

Education

BA - Economics

Minor - Anthropology

Metropolitan State University of Denver

Anticipated graduation December 2014

Employment History

Magician

June 2011 to Present

Self Employed

Performed at events for people of various ages and backgrounds; Further honed people skills by constantly interacting with people in unique ways

Intern - Executive IT Development

October 2012 to February 2013

Level 3 Communications

Broomfield, CO

Assisted Rationalization and Development (RAD) team in establishing an inventory of thousands of programs and applications utilized by company; Utilized MS Visio to create accurate diagrams of servers and application ecosystems to be referenced by multiple teams; Responsible for reaching out to various software engineers and architects to collect information on services they own in order to create inventory of all services; Assisted in analyzing information from various sources to determine what was critical for RAD purposes; Assisted in analyzing applications to determine which are still cost-effective and which should be retired/decommissioned; Assisted outside customer's in their implementation of new programs and applications.

Lead Precious Metals Buyer

February 2011 to August 2012

Colorado Gold Market

Denver, CO

Assessed precious metal items utilizing a variety of tools to determine their authenticity and fair market value; Facilitated continued education of the nature of precious metals market for customers and fellow employees; Learned to handle patrons in stressful situations; Learned how to build and maintain rapport with a variety of individuals; Trusted to open and close store and handle a safe with excess of \$50,000 of goods at any given time

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Sales Lead/Inventory Manager

August 2009 to March 2010

Cashback Textbooks

Denver, CO

Supervised 4-5 employees in day-to-day operations; Maintained an accurate inventory of all books in store; Ordered new products based on sales projections; Reached out to university professors to determine what resources were needed for their students; Determined fair market value of customers' books they wished to sell to store; Aided management in projecting and meeting quarterly sales goals; Assisted customers in finding the books they needed for each class

References available upon request