

**SUMMARY**

- ✓ Years of customer service experience
- ✓ Outstanding verbal and written communication skills
- ✓ Computer skills in MS Word, Excel, Publisher, PowerPoint, Access, Outlook, & Adobe Acrobat

**EDUCATION AND TRAINING**

**Master of Arts, Counseling, Regis University, Denver, CO, in progress**

REGIS UNIVERSITY, Denver, CO, 2008

**Bachelor of Arts, Psychology, with distinction,**

REGIS UNIVERSITY, Denver, CO, 2008

**Associate of Science, Architectural and Engineering Technology,**

UNIVERSITY OF ALASKA ANCHORAGE, ANCHORAGE, AK 2009

**WORK HISTORY**

**Volunteer 2013 - Current**

Denver VOICE Homeless Newspaper

2255 Champa Street, Denver, Colorado 80205

- Provide orientation into the vending program
- Sell newspapers to vendors
- Field daily vendor requests
- Assist with community events and fundraising activities

**Volunteer 2012 –2013**

St. Luke’s Presbyterian Medical Center, Healing Arts Program

1719 E. 19<sup>th</sup> Ave, Denver, Colorado 80218

- Introduced antepartum patients to program
- Assisted with the healing process and relieved anxiety by providing coloring pages, craft materials, and journals to patients
- Checked in on patients and asked if they want to do a craft project or had unmet creative needs
- Passed on any vital information to the nurses

**Engineering Technician (Architectural) 2009 - 2011**

U.S. Army Corps of Engineers, Alaska District, Engineering Division, Design Branch

Structures & Architecture Section, 2204 3<sup>rd</sup> Street, JBER, Alaska, 99506-1518

- Applied knowledge of environmental impact on individuals for creation and visual presentation of interior design proposals in confidential military construction projects
- Worked in a multi-disciplinary team with architects, engineers and active military
- Extracted and compiled data for inclusion in reports
- Reviewed prepared plans and specifications for accuracy

# **DES J. REED**

720-261-4801

Denver, CO 80205

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## **Engineering Technician 2008 - 2009**

U.S. Army Corps of Engineers, Alaska District, Civil Works Branch

Project Formulation Section, 2204 3<sup>rd</sup> Street, JBER, Alaska, 99506-1518

- Contacted and surveyed 184 villages, towns, and cities to evaluate each community's need for government assistance in regard to erosion and flooding issues and to build rapport for the U.S. Army Corps of Engineers
- Collaborated in a multi-disciplinary team with project formulators, engineers, geologists, archaeologists, and state employees
- Extracted and compiled data for inclusion in reports, modifications, and specifications; reviewed prepared plans and specifications for accuracy; and manipulated computer databases
- Assisted in the collection, preparation and assembly of basic project data
- Drafted replies to miscellaneous correspondence, prepared fact sheets and assisted in revising a variety of reports

## **Admin. Generalist/Student Assistant 2006 - 2008**

University of Alaska Anchorage, Enrollment Services

Automotive & Diesel Technology Department, Anchorage, Alaska

- Logged, scanned, and dispensed all incoming transcripts and confidential admission documents
- Trained student employees in database/scanning software
- Performed basic office functions - filing, faxing, copying, document preparation, mail
- Provided assistance to students and staff via e-mail, telephone, or in-person

## **COMPUTER SKILLS**

Microsoft Office Suite, Adobe Acrobat

## **OTHER VOLUNTEER EXPERIENCE**

Central Presbyterian Church, Denver, Colorado

Museum of Natural History, Anchorage, Alaska