

Darren West
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SUMMARY OF QUALIFICATIONS:

- Customer service specialist
- Excellent custom service and rapport building skills
- Comfortable and effective working with different cultural and socio-economic backgrounds
- Excellent communication skills and problem solving abilities
- Ability to work effectively under pressure and in stressful situations; capable of meeting deadlines
- Works well with team as well as independently; worked efficiently as part of a crew
- People oriented; organized, detailed and diligent

WORK EXPERIENCE:

Fifty Eight Twelve, *Chief of Operations*

This is an organization that is solely focused on working with repairing communications between those formerly or currently incarcerated and their loved ones. My role was to oversee the cultivation of initial funding and ensure that the budget and other monetary functions stay within compliance of County, State and Federal Law. Along with strict attention to detail and budgetary skills required to build a successful non-profit organization, this role requires a person with a command of computer software skills.

Additionally, it's critical to this job that I pay strict attention to the numbers – both those coming in and going out. Thus far I have found the work exhilarating. That said, I know that they do not have the budget to continue to support someone whose skills are closely allied with a small start-up organization. As such, I am seeking to pursue other opportunities both for their continued success as well as my own.

State of California, Print Shop Employee

Oversaw the operation of printing presses and performing any combination of following duties: Keeping the presses supplied with paper stock. Cleaning presses, printing plates and type setups after use. Counting, stacking and wrapping finished product. Maintained focus in a high-stress environment with attention to detail and dead lines

Sunol Valley Golf Course, Assistant Director of Tournaments

10/90-10/92

In this role I oversaw the operations of all on-site golf tournaments. My day-to-day tasks revolved around ensuring that staff was working in a coordinated and timely fashion. Additionally, I oversaw all necessary training and was entrusted with keeping the lines of communications open between staff, management and our customers.

- Graeagle Meadows Golf Course (Sales) Graeagle, CA. 6/84-9/86
Pro shop. Displays, Customer Relations, Calendaring. Entrusted with opening/closing and cash register

RELEVANT WORK EXPERIENCE:

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| ● Volunteer planting trees.
Dept. of Public Works | San Francisco, CA. | 7/16 to Present |
| ● Volunteer at First Christian Church. | San Francisco, CA. | 7/16 to Present |
| ● Volunteer at City Impact
Counseled/feeding
Same at St. Anthony's | San Francisco, CA. | 7/16 to Present |

EDUCATION:

- | | | |
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| ● WOSH Specialist (Certified) | Soledad, CA. | 6/16-7/16 |
| ● Customer Service Specialist. | Soledad, CA. | 5/16-6/16 |
| ● Health and Safety Certification. | Soledad, CA. | 3/16-4/16 |
| ● Copper and Fiber Optic Cabling Cert. (C-TECH) | Soledad, CA. | 8/13-8/14 |
| ● Graphic Arts/Desktop Publishing Certification. | Soledad, CA. | 4/04-9/09 |
| ● Kings River Community College (A.A. Degree) | Reedley, CA. | 9/86-6/89 |
| ● Portola Jr. Sr. High School. | Portola, CA. | 9/80-6/85 |