Michael David Kohn

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Education

University of Colorado at Boulder – Boulder, CO
Bachelor of Arts in Astronomy
Graduation Date: May 2008 – Overall GPA: ~3.2

Experience

Server – Boulder, CO   August 2005 - present
Boulder Café
Began working as support staff performing duties such as bussing tables, preparing and running food, and assisting the bartenders. Rapidly promoted to server, and currently most tenured server on staff. Responsibilities include having complete knowledge of menu items, drink specials, as well as providing excellent customer service, and efficient multi-tasking. Frequently assigned to train new and promoted employees.

Architectural Drafter – Boulder, CO   Summer 2007
Larson Construction
Took complete measurements of a house to be remodeled and drew various technical plans. Aided head contractor in making design decisions, and instantly provided digital visualizations of any design changes utilizing AutoCAD.

Community Assistant – Boulder, CO   August 2004 - February 2005
University of Colorado Housing – Libby Hall
Performed general administrative tasks and provided support to hall residents as the sole employee in the front office. Common responsibilities included answering telephone calls, organizing judicial meetings, ensuring the delivery of express mail and special deliveries for residents, and issuing new keycards to residents. Additional assistance to the Resident Advisors was given when required.

Administrative Assistant – Lafayette, CO   Summer & Winter 2003
Work Options Group
Completed miscellaneous tasks for various departments within the company. Helped other employees with both large and small projects by organizing mailings, making necessary copies and printouts, and inputting information into a computer database. Regularly contacted business partners for contract renewals, and to request updated documentation.

Additional Skills

- Proficient experience with all **Microsoft Office** programs.
- Extensive use of **Adobe Photoshop**, **Illustrator**, **InDesign**, and **Dreamweaver**.
- Self-taught working knowledge of **HTML**, **CSS**, and **PHP**.
- Excel in creative environments.