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## **Education**

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<b>Point Loma Nazarene University</b> Bachelor of Arts - <i>Business Administration</i>	San Diego, CA <b>May 2014</b>
<b>Point Loma Nazarene University</b> Masters of Business Administration	San Diego, CA <b>May 2015</b>

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## **Work Experience**

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**Director of Contracts - Present**  
Arey Jones Educational Solutions: San Diego, CA

- Examine proposal requirements and coordinated delivery schedules to ensure completeness and accuracy of completed bid documents
- Complete and Negotiate multi-million complex contracts
- Draft contract proposals for customers and negotiated requests and conditions to bidders
- Management of contracts team of 10+ employees, co-manager of marketing team of 30+ employees
- Coordination of executive team presentations at the Superintendent and C-level

**Adjunct Professor - Present**  
Point Loma Nazarene University: San Diego, CA

- Instruct 2 classes of 16-24 students with varying hours per week
- Teach valuable business skills to undergraduate students
- Record grades and attendance, and research educational tools to better the classroom environment
- Manage to provide clearer and improved student learning process with effective communication to students

**HP (Hewlett Packard) Champion January 2014- 2015**  
Arey Jones Educational Solutions: San Diego, CA

- Performs daily tasks to increase HP sales revenue and company awareness
- Connects the HP marketing team and Arey Jones marketing team for optimal growth
- Manages marketing development funds, database marketing campaigns, and accounts
- Provides support to Arey Jones team on all HP programs and tools
- Coordinates all events between Arey Jones and HP to constantly improve the relationship

**Inside Sales Representative May 2010 - January 2014**  
Arey Jones Educational Solutions: San Diego, CA

- Provide assistance to marketing representatives for various clients
- Create spreadsheet and other Microsoft Office documents to help company organization
- Direct phone calls to appropriate company employees for efficient customer service
- Act as a liaison between new customers and marketing representatives
- Concentrate on new customer service ideas and marketing campaigns

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## **Community Service**

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- Walter Munk Foundation for the Oceans 2017-Present
- Point Loma Nazarene University MBA Alumni Association 2017-Present
- Scripps Institute of Oceanography 2016-Present
- UCSD Moores Cancer Center 2015-Present
- Poway Unified School District Golf Tournament 2015-Present
- St. VincentdePaulVillage 2007-Present
- Children Affected by AIDS Foundation 2007-Present
- SIFE (Students in Free Enterprise) 2012 - 2015
- La Jolla Recreation Center 2008 - 2010