

DILLON DRAPER

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Online CV available at: www.dillondraper.com/cv/

OBJECTIVE

To experience a successful work environment and learn critical techniques for professional growth and long-term scaling in emerging start-up or small businesses, primarily through the use of social entrepreneurship and Information Communication Technologies.

SUMMARY OF QUALIFICATIONS

- Excellent communication skills, both written and oral
- Highly organized and detailed oriented
- Quick to grasp new concepts, an efficient leader or teacher
- Self-motivated, punctual, hard-working, intelligent
- Personable, eloquent, and an enthusiastic “people person”
- Comedic, energetic, and confident.
- Comfortable working alone or as part as a team

EDUCATION

University of California, Santa Cruz, CA *September 2009 - June 2012*
B.A. Global Information and Social Enterprise Studies (GISES)
an Intensive Sociology Major, GPA 3.6
Dean's List, Student of Recognition
Faculty Adviser: Paul Lubeck
(*Specific Classes may be requested*)

Shasta High School, Redding, CA *August 2005 - June 2009*
Graduated with class of 2009, GPA 3.4/3.8
AP Scholar with Distinction

TECHNICAL BACKGROUND

- Very proficient with basic administrative office phone systems & programs such as MS Word, Excel, Powerpoint, and their open-source counterparts (typing speed approximately 75 WPM)
- Excellent researcher and proficient grant writer.
- Extensive knowledge of many social media and online marketing strategies (e.g. Facebook, Twitter, Youtube, LinkedIn, Instagram, Vine, etc. as well as Google Analytics & AdWords.)
- Experience with email marketing through Constant Contact, MailChimp, GetResponse, etc.
- Proficient in HTML, CSS, and a rudimentary amount of Javascript.
- Very Proficient with Content Management Systems such as Wordpress, and Drupal.
- Knowledge of digital photo & video editing techniques with a variety of programs such as Adobe Photoshop, Adobe InDesign, FinalCut, and MovieMaker.
- Understanding of PHP, jQuery, MySQL, and a little Flash.
- Understanding of databasing skills, such as CiviCRM, Salesforce, Zoho, and FileMakerPro

COMMUNITY PARTICIPATION & INTERESTS

Volunteering & Affiliations:

- Homeless Garden Project
- Odyssey of the Mind
- Renaissance Redding Tea Fundraiser
- Project Homeless Connect
- Future Business Leaders of America
- Santa Cruz Music Festival

Interests & Hobbies:

- Avid Swimmer, cyclist, & outdoors-man.
- Certified Open Water Scuba Diver.
- Organic Gardener and homesteader
- Lover of theater arts and live music.
- Tinkerer of electronic mediums & design.
- Cooking, brewing, and fermenting

LANGUAGES

English: Native language

Spanish: Intermediate Reading and Writing, Novice Speaker, Novice Listener

WORK EXPERIENCE

Kidpower Teenpower Fullpower International

April 2012 - June 2014

PO Box 1212 Santa Cruz, CA

Position: Project Specialist & Technical Support

- Registered students for workshops & answered program questions via phone/email.
- Managed the website by posting new blog posts, articles, and schedule updates.
- Handled the process of grant submissions including budget sheets and technical support.
- Created new graphics for seasonal/print usage and prepared email newsletters very often.
- Updated office hardware and software; performed internal data management.
- Updated Google AdWords account and improved tracking through Google Analytics.
- Trained new interns in office tasks and oversaw their progress.

Global Information Internship Program, UCSC Campus

January 2012 - June 2013

College 9 Social Sciences 1 Room 314, Santa Cruz, CA

March 2010 - June 2011

Position: Web Design Lab Instructor

- Developed lesson plans for the Web Design and Wordpress labs.
- Lectured once a week and held technology workshops.
- Brainstorming and constructing new GIIP lessons and websites.
- Office Hours 4pm-6pm Tues/Thurs

World Resource Institute (Open Climate Network)

June 2011 - December 2011

10 G Street, NE #800 , Washington, D.C.

Position: Online Communications Intern

- Compiled newsletter content and distribution
- Organizing data assessments into presentations and slide shows
- Contribution and regulation of the Weekly stories and blog posts.
- Organizing content for continuous updates of social media networks

Cowell Mail Room, UCSC Campus

April 2010 - December 2010

301 McLaughlin Drive, Santa Cruz, CA

Position: Mail Room Assistant Manager

- Filed the mail, sorted packages, and organized documents.
- Swapped staff mail, maintained student database, updated addresses.
- Handled phone inquires, answered questions, troubleshooting
- Reference to Tony Soottinanchai (831-459-2253 cowell@ucsc.edu) .

Dillon Draper Design, Self-employed

(temporary positions) 2005 - 2009

Santa Cruz, CA

Position: Owner, Web Designer, CMS Administrator/Moderator

Wells Fargo, Service Teller Communications

925 East Ocotillo Road, Chandler, AZ

Position: Service Teller Summer Intern

Universal Precast Concrete Inc.

16538 Clear Creek Road, Redding, CA

Position: General Maintenance/Janitorial Services

The Taco Shop

775 East Cypress Avenue, Redding, CA

Position: Crew Member

Papa Murphy's Pizza

3361 Placer Street, Redding, CA

Position: Team Member

REFERENCES

More available upon request. Please refer to prior work experiences, and academic adviser.

~Thank you for your time~