

DILLON DRAPER

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Online CV available at: <http://dillondraper.com/> LinkedIn Profile: linkedin.com/in/dillon-draper/

OBJECTIVE

My objective when starting a working relationship is to provide an intuitive and time-efficient solution to a project. I yearn for the big picture and constantly want to learn new techniques for professional growth. I am receptive to feedback and enjoy refining my skill set in many different fields.

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 courses 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 administrative office phone systems & MS Office Suite (Office, Excel, Powerpoint) as well as Quickbooks & Neat bookkeeping.
- Excellent researcher and proficient grant writing assistant.
- Extensive knowledge of many social media and online marketing strategies (e.g. Facebook, Twitter, Youtube, LinkedIn, Instagram, Reddit, etc. as well as Google Analytics & AdWords.)
- Experience with email marketing through Constant Contact, MailChimp, and GetResponse.
- 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 Adobe Photoshop, InDesign, Illustrator, Premiere Pro, and After Effects.
- Proficient with databases & CRMs such as Salesforce, Zoho, CiviCRM, and FileMakerPro.
- Understanding of PHP, jQuery, MySQL, and some Flash.

COMMUNITY PARTICIPATION & INTERESTS

Volunteering & Affiliations:

- Homeless Garden Project
- TEDxSantaCruz
- EG Conference
- Second Harvest Food Bank
- Renaissance Redding Tea Fundraiser
- Project Homeless Connect
- Santa Cruz Music Festival
- Land Trust of SC County

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
- Cinema buff and editing amateur

LANGUAGES

English: Native language

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

WORK EXPERIENCE

Utopia California Cannabis – Scotts Valley/Capitola, CA *December 2016 - September 2018*
Product Development Technician

- Worked with in-house and 3rd party product for safe hydrocarbon extraction processes.
- Performed daily cleaning duties including sanitizing surfaces, floors, and disposing of waste.
- Organized primary in-house spreadsheet for upcoming product and logging product results.
- Assisted in graphical support for social media content and print campaigns.
- Assisted in design and printing procedures for product stickers.
- Participated in other roles as needed, including product processing and quality control.

Chime Interactive – Soquel, CA *September 2014 - November 2016*
Project & Social Media Manager

- Managed over 10 different client's social media accounts across a variety of platform with audiences ranging from several hundred to several million followers.
- Managed client websites by creating blog posts, press articles, and performing maintenance.
- Assisted in graphic and video support for content creation and editing.
- Coordinated online marketing strategies involving email campaigns, web & social advertising.
- Processed tour schedules & ticket releases through online platforms.
- Collaborated with industry management teams for artist, venue, & business relationships through online media.

Kidpower Teenpower Fullpower International – Santa Cruz, CA *April 2012 - June 2014*
Project Specialist & Technical Support

- Registered students for workshops & answered program questions via phone/email.
- Managed the website by posting new blogs, workshops, articles, and improving features.
- Handled the process of grant submissions including budget sheets and technical support.
- Created new graphics for seasonal/print usage and prepared email newsletters regularly.
- 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.

World Resource Institute – Washington, D.C. *June 2011 - December 2011*
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 – Santa Cruz, CA *April 2010 - December 2010*
Mail Room Assistant Manager

- Filed the mail, sorted packages, swapped staff mail, and organized documents.
- Maintained student database, handled phone inquires, package troubleshooting

Dillon Draper Design, Self-employed *(previous positions) 2005 - 2009*
Position: Owner, Web Designer/Developer, CMS Administrator

Wells Fargo, Service Teller Communications *Chandler, AZ*
Position: Service Teller Summer Intern

Universal Precast Concrete Inc. *Redding, CA*
Position: General Maintenance/Janitorial Services

The Taco Shop *Redding, CA*
Position: Crew Member

Papa Murphy's Pizza *Redding, CA*
Position: Team Member

REFERENCES

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

~Thank you for your time~