

Chase Mann

Email: chase@mycoffee.com

Phone: 619-675-9063

Website: MyCoffeePro.com & AimItMedia.com

Objective:

Helping the Coffee Industry grow ... with my creativity, enthusiasm, attention to detail, team attitude, management experience, office skills, and personal demand of high-quality production output ... from Average Joe to Coffee Pro.

Experience:

05/05-Present

Aim It Media/My Coffee Pro: Creative Director, San Diego, CA

Freelance graphics & web design, marketing and small business consulting.

Ads, brochures, cards, email, fliers, forms, graphics, letterhead, logos, media, promotions, retail, sales, social media marketing, blogs, web design, etc.

02/02-09/08

Caffe Calabria: Office Admin. & Management, San Diego, CA

Created operational/training manuals, ads, flyers, promotional pieces, etc.

Supervised two distinct businesses with over 20 employees combined

Performed interviewing, hiring, firing, benefits, payroll, training, reviews, etc.

Office administration including invoicing, A/R, A/P, purchasing, filing, etc.

Computer IT including web-related issues.

10/01-01/02

A-Star Staffing: Temp Agent, San Diego, CA

Heavy volume call-center drug testing company, relay results, confidentiality

02/01-08/01

Irwin Mortgage: Customer Service, Fishers, IN

Heavy volume call-center, mortgage reviews and financial options with callers

Created training materials, training assistant, interpreting State/Federal laws

08/00-02/01

Office Depot: Copy Center Manager, Anderson, IN

Designed identity packages, ads, flyers, newsletters, etc. for local businesses

Supervised daily operations of busy copy & print center, UPS shipping center

09/98-06/00

Joe Cool Beans: Store Manager, Phoenix, AZ

Designed store layout, signs, and all business media (internal & external)

Supervised a team of 5 individuals, training, sales, marketing, promotions

Increased average ticket sales per transaction through suggestive marketing

Education:

05/05-01/06

Interactive Media Certificate Program, San Diego, CA

San Diego Continuing Education, Community Colleges

Design program for Multimedia, Print, and Web industry practices/software with client project scenarios from team development, concept, sketches, layout, color-theory, design, client comps, re-designs, approval, presentation, processing, production and final product delivery. **(Graphic Design/Print Certified)**

Software:

Adobe CS2&3 versions: **Acrobat, Dreamweaver, Flash, Illustrator, InDesign, Photoshop**

MS Office 2003: **Access, Excel, Outlook, PowerPoint, Publisher, Word**

Peachtree Accounting 2007, QuickBooks Retail 2007

Awards:

Monetary and Gift bonuses from past employers

Staff Airman of the Year, Grissom AFB, IN

Honor Graduate Air Force Technical Training & Basic Military Training, Inventory Specialist

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Professional References

Caffe Calabria Coffee Roasting Company

3933 30th Street, San Diego, CA 92104

Owner/Operator: Arne Holt or Susan Holt

Supervisor: Owners or Erica Reynolds

Phone: 619-683-7787

A-Star Staffing (Temp Agency)

2835 Camino Del Rio South, San Diego, CA 92108

Supervisor: Human Resources

Phone: 619-574-6700

Irwin Mortgage Company

10500 Kincaid Drive, Fishers, IN 46038

Supervisor: Jessica

Phone: 317-594-8900

Office Depot ~ Store #2094

3632 South Scatterfield Road, Anderson, IN 46016

Supervisor: Rob Smith

Phone: 765-644-8471

Joe Cool Beans

Business Closure ~ unable to locate current information

Personal References

Joseph Pieper

Registered Nurse ~ San Diego, CA

Friend for 10 years

Phone: 619-379-5500

Brandon Ikerd

Personnel Manager ~ Tampa, FL

Friend for 12 years

Phone: 941-504-5114

Sandra Hamilton

Attorney at Law ~ Phoenix, AZ

Friend for 18 years

Phone: 480-203-5291