

FELIPE DIAZ

Address

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Website

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Experience

Hugo's Colorado Beer and Spirits

Retail | April 2013 - Present

Independently manage the store and cash register. Receive orders from distributors, manage inventory and stock walk-in coolers. Assist customers with their purchases.

Thomas W Hanson CPA

Processor | January 2014 - April 2014

Finalized, processed and electronically filed completed federal and state tax returns. Used tax software to track and manage all incoming and outgoing clientele tax records.

303 Magazine

Art & Culture Editor | April 2013 – July 2013

Proofreading and editing. Managed team of writers and interns. Assigned stories, set deadlines and coordinated with various media and public relations agencies. Used multimedia to cover and report culturally significant events throughout Colorado, including art exhibits, film festivals, theater, television and book reviews.

Writing Intern | July 2012 – April 2013

Independently submitted articles to the magazine website on a weekly basis. Coordinated interviews with artists, directors and other featured guests. Used multimedia to cover film festivals, concerts, art exhibits and book reviews.

Udi's Gluten Free Foods

Marketing Intern | May 2012 – October 2012

Customer service and data entry. Managed all consumer correspondence and coordinated with the appropriate company department when necessary. Created monthly marketing reports, blog posts and managed social media platforms.

Being Latino Online Magazine

Writing Intern | March 2012 – September 2012

Independently submitted articles to the magazine website on a weekly basis. Copy edited draft articles and contributed to the online discussion forum, particularly social media platforms.

University of Denver

General Assistant | September 2008 – May 2012

Managed reception at front-desk, employee work schedules, mass-mailings and office projects for advertising campaigns and other events geared towards community outreach.

Education

University of Denver

B.A., Journalism and Political Science | 2008 – 2013

Undergraduate Student Government, Vice-President; Latino Student Alliance, President

Publications

303 Magazine

Culture Guide, 2013 Spring Print Issue

Aurora Sentinel

Solar Farm's Head Makes D.C. Trip to Talk to Congress About Energy Industry

Relevant Skills

- Bilingual-Spanish
- Freelance journalism
- Social media marketing
- Multimedia
- Video editing
- Dreamweaver
- Final Cut Pro
- InDesign
- Photoshop
- HTML and basic coding

References available upon request.

@FelipeJoseDiaz