

BROTHER EDEN DOUGLAS

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Objective

Seeking a Project Management/Business Administration Position.

Ability Summary

Able to quickly analyze and solve problems, especially those with critical deadlines.

- Capable of making administrative/procedural decisions and judgments.
- Extremely capable of training new hires and operating seminars.
- Able to gather data, compile information, and prepare reports.
- Possess basic knowledge of general accounting principles.
- Maintained supplies, equipment, and/or services ordering and inventory control.
- Database management skills with the ability to gather and analyze statistical data and generate reports.
- Capable of creating, composing, and editing written and recorded materials. Able to communicate effectively orally, as well.
- Extensively trained as Receptionist where duties included maintaining calendars, arranging travel, scheduling appointments and handling petty cash.
- Organizational Skills include Word processing and data entry. Computer Capable: (Word, Excel, HTML), trained in both PC and Macintosh. Neat and professional handwriting.
- Trained extensively in retail and banking with over 25 years managerial experience, I am an adept at multi-tasking
- Worked as a **Domestic Violence Hotline Counselor** and adeptly trained in several techniques to create a very comfortable situation for individuals under intense pressure and discomfort. Possess excellent interpersonal phone skills as a result of that job and training.
- Traveled extensively throughout this country and abroad as a musician and minister, I bring a fresh and creative approach to any new task and environment.
- Professional Film and Television Actor and Songwriter and Voting Member of **National Academy of Recording Arts and Sciences, Screen Actors Guild and Broadcast Music Industries**. Extremely comfortable before large groups of people. *Creatively* I'm an author, musician, radio disc jockey, songwriter and actor and all of these skills compliment my ability to listen, correlate and accomplish multi-level solutions to most problems.

Inspirationally, I enjoy new challenges and the discovery process.

I bring balanced, practical understanding and personal faith to critical problem solving.

Employment History

Staff Reporter

09/2019 – 12/2019 CNM Chronicle 900 University Blvd SE, Albuquerque, NM
Wrote articles for online newspaper about campus issues as well as surrounding neighborhood

Property Manager

01/2015 - 12/2018 LaFontana Apartments, LLC 8620 Northeastern Blvd. NE, Albuquerque, NM

Managed Properties, including some yard maintenance, showed and rented apartments and handled client work related issues.

Customer Service Clerk/Cashier

09/2011 - 06/2012 University Of New Mexico Albuquerque, NM

- Provided Customer Service and Cashier Duties at the U.N.M. Main Book Store and the Lobo Store at the Pit.
- Duties included; Cashier, Customer Assistance, Stocked the Shelves, Priced Merchandise and Inventory.

Retail Sales

08/2008 - 12/2008 Hey Jhonny Albuquerque, NM

- Sales of Store Merchandise to Customers.

File Room Clerk

03/2007 - 07/2007 University Of New Mexico Albuquerque, NM

- Understood and followed specific instructions and procedures.
- Prepared and printed routine correspondence, labels, and/or other basic written material.
- Skilled in the use of operating basic office equipment.
- Records maintenance skills / Receptionist skills
- Maintain personal calendar and schedule of duties to complete tasks in a timely manner
- Worked closely with team to organize the files of Health Sciences to correlate to filing system of Main Campus Human Resources
- Chosen to move with smaller team to the Main Campus Human Resources for the implementation of that filing system
- Participated in the organization of Main Filing System and the integration of the Health Sciences HR Files into the main system.
- Consolidated and Labeled Personnel and Benefits Files into common accordion system
- Implemented organizational grid for the filing of Performance Reviews
- Maintained communication and assisted various department heads with files requests during the implementation.

- Midway into system change, trained new employee in position to complete the final stages of implementation

CLIENT ADVOCATE

02/2002 - 02/2003

SAFE HORIZON

New York, NY

CLIENT ADVOCATE and WorldTrade Center Specialist.

- Trained extensively as a Client Advocate in the assessment of a caller's safety and immediate needs in order to provide crisis counseling, information, referrals and advocacy.
- Skilled in counseling victims of Crime, Domestic Violence, Rape, Incest, and Sexual Assault.
- Provided referrals and counseling for victims and families of 9-11 on the World Trade Center Hotline.
- Trained on the TDD Machines for the Hearing Impaired. Performed Multiple Administrative
- Duties: Documented calls in computerized database and contributed to statistical reports;
- Provided periodic documentation of available shelter space for victims of domestic violence and their children;
- Advocated for victims of crime with allied service providers; Completed reports to the Administration for Children's Services (ACS) as needed; Provided general information and referrals;
- Completed client case studies upon request;
- Responded to web site inquiries from victims of domestic violence and other crimes upon request; Completed additional trainings on domestic violence and other victimization issues;
- Maintained cooperative working relationships with other NYC service providers Assigned Service Coordinators to WTC clients.
- Answered September 11th calls, documented calls in computerized database and contributed to statistical reports.
- Advocated for victims of the September 11th disaster with allied service providers. Responded to WTC web site inquiries upon request.
- Maintained cooperative working relationships within Safe Horizon Trained New Hires Advocates.

CEO - FOUNDER

09/1998 - Present

EDENDUST

New York, NY / Albuquerque, NM

INSPIRATIONAL MULTI-MEDIA COMPANY Created and Marketed via the internet, musical and visual projects.

- Created and Maintained multiple websites that promoted the projects and vision of the company.
- Established Music Label and Recording Studio - EdenDust Records and StudioLabs
- Established a spiritual counseling service in Spiritual Division, www.EDENintheDESERT.org
- Established Licensed Music Publishing Division - EdenDust Publishing (BMI)
- Created Online Multi-Media Review Magazine www.EdenDustMedia.com

CEO - FOUNDER

05/1995 - 07/1998

MPLOSION Talent Management, LLC

New York, NY

Education and Training

Start Date	Completion Date	Issuing Institution	Location	Degree Received	Course of Study	Semester Hours
06/2019	12/2020	Central New Mexico Community College	Albuquerque, NM	Associate's Degree	Associate of Business Administration/Project Management	36
06/2019	12/2019	Central New Mexico Community College	Albuquerque, NM	Associate's Degree	Associate of Applied Science degree in INTEGRATED STUDIES.	36
09/1975 09/1985	04/1979 12/1985	University of Texas	Austin, TX	3.5 Years of College	Journalism/Communications	83
	05/1975	Newton High School	Newton, TX	High School Diploma	Diploma	

Occupational Licenses & Certificates

Certification Title	Issuing Organization	Completion Date
Project Management	Central NM Community College	04/2020
General Business	Central NM Community College	08/2020
Vicarious Trauma and Burnout-Certified	Safe Horizon Hotline	05/2002
Sexual Violence I-Certified	Safe Horizon Hotline	05/2002
Sexual Violence II-Clinical Issues-Cert.	Safe Horizon Hotline	05/2002
Suicide Intervention/Prevention-Cert.	Safe Horizon Hotline	05/2002
Child Abuse-Certified	Safe Horizon Hotline	05/2002
Voting Grammy Member	NARAS: The Recording Academy	06/1997
Professional Actor	Screen Actors Guild	01/1992

Military Experience

United States Air Force-Honorable Discharge

References

Upon Request