

# AUSTIN DUNCAN

15 S Clarkson St Denver CO 80209

(631) 590 0802

[AustinD631@gmail.com](mailto:AustinD631@gmail.com)

## EXPERIENCE

**NOVEMBER 2019-PRESENT**

**GRADUATE INTERN** INSTITUTE FOR ENVIRONMENTAL SOLUTIONS, *DENVER, CO*

Develop and draft internal and external documents to build and retain relationships with donors, volunteers, community members, and other supporters.

Conduct prospect research on foundation and corporate donors.

Assist staff with grant writing and applications.

Perform assignments relating to program development.

**SEPTEMBER 2018 – PRESENT**

**BUSSER** WOODY'S WOOD FIRED PIZZA, *GOLDEN, CO*

Maintain restaurant cleanliness and adapt to situational needs in a fast-paced environment.

Support waiting staff by assisting with patron needs.

Set tables and stock necessary supplies.

**NOVEMBER 2017 – AUGUST 2018**

**BARBACK** PACES STEAKHOUSE, *HAUPPAUGE, NY*

Stocked and rotated coolers, maintained liquor room, prepared lounge for next day's shift.

Served mixed drinks, cocktails, and beer; serving a local customer base in a fast-paced, high-volume, team-oriented environment.

**April 2019**

**ACADEMIC CONFERENCE**

Sustainability Studies Alumni Panel Member, Stony Brook University

## EDUCATION

**EXPECTED GRADUATION DATE 06/20**

**MASTER OF SCIENCE IN ENVIRONMENTAL POLICY AND MANAGEMENT,**

UNIVERSITY OF DENVER

**MAY 2017**

**BACHELOR OF ARTS IN SUSTAINABILITY STUDIES,** STONY BROOK UNIVERISTY

## SKILLS

◆ Proficient in Microsoft office applications

◆ Knowledgeable in ArcGIS 10.0-10.2, STELLA 10.1.2

◆ Excellent public speaking and writing

◆ Intermediate Spanish speaker