

# Tanner Drake

845 Clermont Street APT 401, Denver, CO, 80220  
Phone: 720-384-6849 E-Mail: Tdrake1326@gmail.com

## Experience

**O.G. Valentine, Inc. (Denver, CO) 2017-Present**

*Office Manager*

- One of four employees operating our family-owned wholesale lumber company
- Work alongside the owner to accomplish all daily tasks, focusing primarily on invoicing, A/R, and bill payments, while also ensuring all outbound deliveries are made in an efficient and timely manner
- Maintain monthly accounting before tracking up with CPA on a quarterly basis

**Kroenke Sports & Entertainment (Denver, CO) 2015-Present**

*Guest Relations Representative*

- Work as a member of a team to provide guests with a consistent level of service that exceeds their expectations and enhances their experience
- Responsible for different duties on a night-by-night basis, that all coincide with the company's goals to "provide remarkable service and create memories"
- Train all new hires at the start of each season

**Kroenke Sports & Entertainment (Denver, CO) 2016-2017**

*Colorado Rapids Street Team*

- Promote the Colorado Rapids through various mediums such as attending events to represent the team by handing out gear to current and future fans
- Provide fans with a positive and memorable experience on game days several hours before kickoff, during the game, and post-game
- Work around the office during the week, mainly accomplishing tasks as assigned

## Education

**University of Colorado at Denver - Business School 2019-Present**

**Master of Science in Management and Organization with a specialization in Leadership**

GPA: 3.88

**Relevant Coursework**

- Leading Organizational Change, Designing Effective Organizations, Visionary Leadership, Bargaining and Negotiation

**University of Colorado at Boulder - Leeds School of Business May 2016**

**Bachelor of Science in Business Administration with an emphasis in Marketing**

**Minor in Economics**

**Certificate in Business of Sports**

- Highly selective program covering sports law, analytics, marketing, sales, branding and sponsorship, as well as facilities management and the economics of sports
- Worked with a team of five to improve marketing tactics towards Hispanic Millennials for the Colorado Rapids

**Member of the Leeds Professional Mentorship Program Spring 2015-May 2016**

**Relevant Coursework**

- Product Strategy, Digital Marketing, Advertising and Promotion, Pricing and Channels of Distribution, Buyer Behavior, Marketing Research, Critical Leadership

## Additional Skills

- Market Research, Sports Marketing, Product Development, Customer Service and Satisfaction, Pricing Strategies, Change Management, Coachable, Comfortable with Microsoft Office