

# Carter Gordon

## **The Experience that Breaks the Barrier**

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An open-minded, spirited, driven mind of the collective, whose energy can be used to great lengths when adequately aligned. I have always been able to adapt to any situation; ironically, I prefer to be uncomfortable with learning and growing. Whatever I do, all of my attention and awareness go into being and diving into the learning opportunities presented before me. Always seeking the perfect balance in peace to create harmony. As long as I am breathing, it is well; blessings be.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Office Assistant**

Bonita travels - Concord, NC

February 2022 to Present

Created a bookkeeping system for outdated files.

Allocated travel expenses into Excel sheets.

I replaced the physical files with a digital business book.

Created experiences to give the guests the best opportunities possible, anything to make their transition of travel easier.

Currently creating an AI system to help with data input and reduce workload for the CEO.

### **Founder and Artistic Director**

MondernCulture

Present

Create spaces for the artistic flow of events.

Help bring together all the needed plans for different festivals. Set up stages and venue locations for the most extraordinary artistic space.

I created my work and sold it to those interested.

Helped others unlock their flow and changed demeanor and mindset towards art by hosting a space for them to create.

I have used energy healing to bring the light.

### **Amazon Delivery Driver**

Amazon DSP - Huntersville, NC

December 2022 to December 2023

Creating the best, brightest service to each and every customer.

Adapting to any situation, each package should be placed in the hands or household of the customer.

Able to deliver mass packages and stops in cold or hot environments.

I am learning the system to make a way out of the system.

Working long shifts with extreme speed to complete routes promptly.  
I bring breathing peace in chaotic situations to the team and allow others to come to me with any problem so I can listen and respond in a way full of learning and love.  
Helping the teammates out after personal routes are finished so everyone can flow better and faster.

### **Sous Chef**

Cabarrus brewing company - Concord, NC  
April 2022 to September 2022

Quickly learned and mastered the whole line.  
Able to switch between stations and prepare all dishes. I created new items for the menu on different rotations. I opened and closed the kitchen alone.  
Trained and taught others in kitchen learning.  
Served right under the chef; when the chef was absent, was in charge. Used various ways to cook, i.e., smoke, oven, and flattop.

### **Line Cook/Prep Cook/ Beertender/server**

Whiteside Brewing Co - Cashiers, NC  
February 2021 to December 2021

Whipped up food at every station to create mouth-watering masterpieces. Knowledge of beer craft  
Able to work in high functioning days upwards of 25,000 in sales.  
Provide excellent service and recommendations to guests  
Deliver exceptional customer service through extensive menu knowledge  
Followed proper sanitation methods to clean and disinfect kitchen workstations  
Pour different styles of drinks quickly and to the customer's specifications  
Train new servers on expectations and procedures  
Scraped, sorted, and rinsed dishes and utensils; properly loaded items into dishwasher for maximum efficiency  
Revamped menu in collaboration with chef introduced new items.  
Clean glasses, utensils, and bar equipment regularly  
Develop relationships with regular customers to promote top customer service standards  
Supervise six new hires  
Maintain a safe, fun working environment

### **Social Media Manager**

CATZ GO WILD - Cullowhee, NC  
December 2019 to January 2021

Championed inbound marketing strategies (replacing traditional outbound methods) to create brand awareness and attract more buyers  
Acted as the voice of the customer, gathering and analyzing data from customer interviews, feedback, and buyer behavior  
Coordinated internal/external brand partnerships and third-party vendor relationships  
Research market demands, industry trends, and customer profiles  
Managed graphics, sound, music, and color corrections for All videos.  
Incorporated feedback in the workflow process to ensure global consistency across all work.  
Communicated effectively with team members and internal stakeholders to ensure smooth project operations and on-me delivery.

I performed all aspects of post-production, including sound design, sequence selection, and compression. Collected data from camera media, transcoded video and audio files, and managed file backup systems. Facilitated projects and contributed to every stage of video and film production. Coordinated scheduling and task delegation for video design team members. We liaised with editorial personnel to create and produce digital and marketing content and promo development. Reviewed scenes to determine pacing and continuity and trimmed shots to fit with content. Contributed to idea development and project management to ensure quality and mealiness of project complexion. Managed projects through the supervision of workflows during film creation. Collaborated with the crave team and director to ensure alignment between our vision and design requirements. Collaborated with crave directors, graphic designers, and producers to execute projects with precision and achieve project goals. Oversaw the design of moon design and visual effects to deliver campaigns and network brand ideas in line with specific goals. Analyzed all video content for quality control and editorial corrections. Checked video for corruption and ensured media was rendered correctly. Provided onsite event editing to create quality media content and accommodate tight deadlines. Maintained professionalism through active listening and by accepting constructive criticism with poise. Uploaded final cuts to content management systems and client platforms. Implemented keyframe animations effectively within the content to drive intended to narrate. I reviewed the video and selected the best footage for storytelling. Supervised project phases from storyboard and script phases to final delivery. Edited video by adding graphics, titles, audio, and special effects.

### **Sales Consultant**

Brio Solar - Asheville, NC

August 2020 to November 2020

Develop product specification knowledge for maximized customer assistance  
Gained in-depth knowledge of the company's product offerings to provide reliable and trusted aid to customers daily, helping them make informed decisions  
Maintain composure and a positive demeanor in all sessions  
Walked for miles to bring awareness of Solar options to homeowners  
Track terroity and space available for solar pannels  
Communicative skills while making appointments to lockdown sale

### **Line Cook and Prep Cook**

Jackie Boys Bar and Grill - Concord, NC

July 2019 to September 2019

### **Beertender**

Us White Water Center - Charlotte, NC

May 2019 to August 2019

### **HVAC Technician/Installer/ Aid**

Airmaxx Heating & Cooling LLC - Denton, NC

January 2015 to August 2019

Demonstrate competency at all times, asking questions when unsure  
Receive, monitor, and complete all repair requests

Inspect and troubleshoot electrical issues

Assist with grounds, lawn, and general property maintenance

Exercise critical-thinking skills when inspecting, troubleshooting, and diagnosing instruments and equipment

Interpret and follow drawings and schematics to assemble and install hydraulic and pneumatic equipment, including pipe systems, hoses and tubes, pumps, valves, and gauges

Formed complete circuits by connecting systems to fuel, water, and refrigerant sources and tested the integrity of all pathways.

Inspected electrical circuits and components, employing test equipment to verify continuity and trace faults.

Conferred with users to isolate and identify malfunctions, conducting speedy repairs to restore full functionality.

Installed air conditioning equipment, including compressors, pumps, meters, and piping.

Delivered cost estimates on repair work to enable home and business owners to make informed decisions.

Loaded materials, tools, and equipment are on the truck at the beginning of each shift.

Used troubleshooting tools and techniques to assess heating systems and repair malfunctioning parts.

Observed strict safety measures when working with equipment and chemicals to minimize accidents.

Recognized by management for providing exceptional customer service.

Earned a reputation for good attendance and hard work.

## **Sales Representative**

CUTCO CUTLERY & VENDOR MARKETING - Cullowhee, NC

March 2019 to July 2019

Develop and sustain relationships with existing customer base, building rapport as a personable and trusted representative

Revamped cold call scripts, quickly boosting departmental lead generation tenfold

Recognized as a high performer in consistently completing daily outbound calls, producing a 60% conversion rate

Prepared customized quotes and answered inquiries regarding products and services

Networked to build a client base and promote products to new and existing clients.

Developed professional sales presentations, seminars, and exhibitions to communicate product quality and market comparisons.

Developed relationships with customers and presented promotions that increased shelf space, sales, and profit.

Answered customers' questions and addressed problems and complaints in person and via phone.

Exceeded sales goals using consultative sales talents and effectively explaining programs and services to generate interest.

Cross-sold additional products and services to purchasing customers.

Executed updated marketing plans to increase branding exposure, customer traffic, and sales.

Negotiated and closed deals with minimal oversight.

Recommended accessories and delivered details regarding the latest promotions to increase sales.

Provided accurate and detailed quotes for customers to maintain customer satisfaction.

Introduced customers to new offerings and updated accounts.

Cultivated professional-client relationships by asking appropriate questions, identifying needs, and providing insightful information regarding products.

Cultivated long-term relationships with clients to quote prices and terms that achieved customer objectives accurately.

Built solid and professional relationships through identical client needs, increasing overall sales and opportunities.

Demonstrated products at customer locations, answering questions and redirecting objections to close deals. Presented professional appearance at all times and assisted with product placement and visual merchandising tasks.

It addressed customers' marketing needs by creating and designing ads promoting the goods and services of advertisers.

Capitalized on growth and expanded opportunities by maintaining thorough and current knowledge of all products, competitive offerings, and market developments.

I learned about customer needs and desires to suggest specific product options.

Landed 56 new customer accounts through effective customer service and powerful scripts. Championed contact management system launch to achieve 100% client organization.

## Education

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### **Certificate Business credential in Artificial intelligence**

IBM - Remote

January 2024 to Present

### **Certificate in Artificial neural networks**

Simplearn - Remote

October 2023 to Present

### **Some College in Communications**

Western Carolina University - Cullowhee, NC

August 2019 to January 2021

## Skills

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- Digital marketing
- Communication skills (6 years)
- Adobe After Effects (2 years)
- Easy learner
- Drive
- Sales
- Powerpoint
- Presentaon Skills
- Public Speaking (4 years)
- Willingness to learn
- HVAC
- Leadership Experience
- Video Production
- Video Editing
- Search Engine Optimization (SEO)

- Filming
- Adobe Premiere
- Social Media Management
- Photography
- Project Management
- Event planning
- Content creation
- Teaching
- Adobe Illustrator
- Digital Marketing
- Cleaning
- Adobe Photoshop
- Post Production
- Kitchen Management Experience
- Blogging
- Hospitality
- Kitchen management
- Cooking
- Customer service
- Leadership
- Social media management
- Content creation
- Driving
- Teaching
- Marketing
- Sales
- Adobe Illustrator
- Video editing
- Adobe After Effects
- HVAC
- Restaurant experience
- Serving
- Software troubleshooting
- Research
- AI
- Communication skills
- Commercial driving
- Data collection
- Computer networking
- Digital marketing

- Basic math
- Time management
- Public Relations
- Microsoft Word
- Microsoft Excel
- Accounting
- Analysis skills
- Microsoft Office
- Writing skills
- Computer skills
- Presentation skills
- Public speaking
- Event planning
- Management
- Branding
- Forestry

## Links

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[https://certificates.simplicdn.net/share/thumb\\_4796933.png](https://certificates.simplicdn.net/share/thumb_4796933.png)

## Awards

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### **NC 4H Honor Club Member alumni**

July 2019

## Certifications and Licenses

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### **Food Handler Certification**

#### **Non-CDL Class C**

September 2023 to Present

#### **Driver's License**

#### **Google cloud ai**

January 2024 to Present

## Assessments

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### **Sales skills — Proficient**

January 2021

Influencing and negotiating with customers

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.