

Dear Old Spanish Trail Association:

Please consider me for the OSTA Manager position. Here is my resume. As a Colorado native, UNLV graduate, and regular visitor to the southwest, I have a strong personal interest in preserving the region's history and resources. Professionally, I have a strong background in association management. My skill set includes administrative support, membership, communications, database maintenance, events, development, and general office responsibilities. I hope we can set up a time to interview in the near future to discuss this opportunity further. I look forward to hearing from you. Thank you for your consideration.

Sincerely,

**Burke Scot Beu
6060 DeMott Ave.
Commerce City, CO 80022
303-886-9366
b_beu@hotmail.com**

Education:

Certificate in Non-Profit Management
University of Nevada, Las Vegas

B.S. in health care management, B.A. in behavioral science, minor in French
Metropolitan State College (now Metropolitan State University of Denver)

Experience:

August 2017 - present
Database Administrator, Office of the Bishop, Episcopal Church in Colorado
Denver, CO (303-837-1173)

July 2014 - June 2017
Residential Treatment Counselor, Savio House
Denver, CO (303-225-4101)

January 2013 - May 2014
Program Assistant, National Association of Social Workers - Colorado Chapter (part-time)
Denver, CO (303-753-8891)

April 2012 - December 2013
Office Manager, St. Mark's Lutheran Church & Preschool (part-time)
Aurora, CO 80011 (303-366-9702)

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January 2006 - August 2011

Membership Manager, American Association of Nurse Assessment Coordinators (AANAC)
Denver, CO (303-758-3588)

April 2005 – December 2005

Substitute Teacher, Denver Public Schools (active substitute teaching license in Colorado)
Denver, CO (720-423-3973)

Aug. 2001 - March 2005

Legislative Specialist/Lobby Day Organizer, Association of periOperative Registered Nurses
Denver, CO (303-755-6304)

Oct. 1998 - Aug. 2001

Rehabilitation Program Manager, National Stroke Association
Englewood, CO (1-800-STROKES)

References:

Kathleen King; former supervisor at National Stroke Association
Retired Executive Director, Scholars Unlimited (Denver, CO)
303-726-8614
Kathleen.King@comcast.net

Maria Arellano, RN, MSN; former supervisor at AANAC
Clinical Product Manager, American HealthTech
303-519-4656
marellano@healthtech.net

Fred Franko; former co-worker at AORN
Workforce Development, Colorado Dept. of Labor and Employment
303-518-2581
fm_franko@msn.com