**NUREDIN TEKUYE**

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**EDUCATION**

**University of Colorado Denver, Business School, Denver, CO**

Bachelor of Science in Business Administration with International Business major,

**Community College of Aurora,** Aurora, Colorado

Associate degree in business, August 2018 – May 2020 (coursework toward B.S. in International Business)

**H&R Block Certificate of Completion**

**EXPERIENCE**

**Denver Workforce Center,** Denver, Colorado July 2023 – Present

*Workforce Resource Center Coordinator*

* Assists employers to hire, train, and retain a quality workforce.
* Providing jobseekers with the ability to access, explore, learn, and connect to employment, training, and other workforce development opportunities.
* Provide computer and internet access, career counseling, recruitment of workers, pre-screening, and referral services.

**AZ Tax Service,** Denver, Colorado August 2018 – July 2023

*Manager/ Accountant*

* File taxes for over 3000 clients per tax seasons
* Generated financial analysis and financial statements for 45-65% of our clientele per their request.
* Filed immigration papers i.e., Green card, visitor’s visa, etc.
* Working with the company gave me the understand on how I can work with all groups of people (People from all over the world, different ages, and all genders)

**Global Automotive Imports of Denver,** Denver, Colorado September 2021 – July 2022

*Sales / Customer service*

* Greeting potential customers and assessing purchasing needs by actively listening and providing recommendations based on customers automotive requirements.
* Researching new car products and trends through automotive releases to stay up to date and make best recommendations to potential customers.
* Demonstrating car functions to customers, describing options. Explaining related purchasing costs and accompanying customers on test drives
* Qualifying warm internet leads and follow up with information regarding new and pre-owned vehicle availability, options and price.

**U-Haul,** Denver, Colorado April 2016 – July 2017

*Customer Service Associate*

* Ensured Trucks are in a good condition by changing tiers and maintaining oil change for customers,
* Organize the store by putting out what needs to be available for the customer.
* Communicated with other U-Haul companies to obtain more advanced trucks.

**LEADERSHIP** (ACTIVITIES and VOLUNTEER EXPERIENCE section,)

**Financial Freedom Club,** Denver, Colorado Fall 2021-Present

*Member*

* Promote the growth in financial journey by applying financial analysis principle and reviewing financial statements.

**Aurora Police Explorer,** Aurora, Colorado 2013 - 2017

*Agent*

* Responsible for helping the Sergeant and the team by doing the Monthly Field Activity Report (MFAR) check.
* Managed team in place of the Sergeant’s absence

**SKILLS**

* Accounting and Financial Analysis \* Proseries tax software \*Entrepreneur
* Computer skills – Proficient in Excel, PowerPoint, Photoshop, and Solid-Work
* Language skills – Amharic (Fluent) and English (Fluent)
* Other – Interior design (Molding, floating ceilings/ TV stands), - Carpenter (build sofa, light stand, buffa, TV stand)