

Keith Hinman

- Profile**
- Goal oriented, highly motivated, energetic, team player, with a “can do” attitude.
 - Well Developed communication, negotiation, and project management skills.
 - Strong abilities to self-start, multitask, and work efficiently.
 - Mechanically and Artistically Minded and Inclined.
 - Works Well as a Confident Leader or a Contributing Team Member.
 - Extremely honest, fair, and proud to have such a high level of integrity.
 - Intermediate/Advanced Spanish Language Skills
 - Diverse skill base and ability to learn new skills quickly.

Objective My goal is to enter the non-profit sector, working in a challenging yet fulfilling environment that will allow me to assist others, grow as a person, gain new skills, new friends, and life experiences with intention and gratitude.

Employment Feb 2013 – July 2013 Guaria de Osa Retreat Center Drake Bay, Costa Rica
 VOLUNTEER – Web Developer / Guide / Assistant / Promotions and Marketing

- Built website for the OSA Foundation Non-Profit Org specializing in Conservation
- Acted as guide and host for groups and independent travelers
- Assisted in final stages of book publishing, wrote index and glossary, performed research, and kept author free of normal duties to complete “Rainforest Medicine”
- Wrote grants for conservation projects, worked on marine turtle conservation project
- Created a promotional video and other promotional materials for retreat center

Sep 2012-Feb 2013 Corcovado Adventures Drake Bay, Costa Rica
 General Operations Manager

- Oversaw all financial aspects of business, controlled food, bar, and gasoline inventory
- Increased trip advisor ranking from 8 of 15 to 3 of 18
- Managed human resources and employee scheduling, hiring, training, etc...
- Acted as camp host, welcoming all guests, and catering to all needs
- Guided Jungle Night Walk Excursions, served meals, tended bar, created marketing packages
- Managed client and tour logistics, business to business communication.
- Built new trail network, made routed wood signage, managed construction projects

Apr 2012- Sep 2012 Master Technicians Auburn, CA
 Journeyman Automotive Technician / Web Developer

- Specialized in heavy duty maintenance and repair.
- Gained knowledge of most import Asian vehicles
- Redesigned, managed website and optimized for search engines.
- Consistently high CSI scores and Productivity.

Sep 2011- Apr 2012 Corcovado Adventures Drake Bay, Costa Rica
 General Operations Manager

- Oversaw all financial aspects of business, controlled food, bar, and gasoline inventory
- Acted as camp host, welcoming all guests, and catering to all needs
- Guided Jungle Night Walk Excursions, served meals, tended bar, managed bookings
- Managed client and tour logistics, business to business communication.
- Reduced monthly overhead by 10% while increasing customer satisfaction.

July 2011- Sep 2011 Panama Sailing & Diving Bocas Del Toro, Panama

Deck Hand/ Web Developer/ Host

- General Deckhand Duties, galley duties, assisted in preparing meals, served meals.
- Cleaned and maintained different marine system. Assisted in navigation.
- Worked as guide for shore based activities, led snorkeling and diving excursions.
- Manage groups, performed safety and dive briefings etc.
- Designed promotional posters and other materials for print.
- Left due to eco-lodge fire.... Feel free to ask, it's quite the story.

May 2010 - July 2011 Autowest Honda Roseville, CA

Journeyman Automotive Technician / Team Leader

- Specialized in accessory installation, diagnostics, service and repair.
- Supervised up to ten employees/ Dispatched repair orders
- Communicated go times and work load with service writer team.
- Consistently high CSI scores and Productivity.
- Performed safety, used car, and pre-delivery inspections.

Aug 2009 – March 2010 1770 Undersea Adventures Qld, Australia

Dive Instructor / Deck Hand / Dive Supervisor

- Coordinated Mooring Procedure/Handled Manifests, logs, & other paperwork.
- Taught Entry & Advanced Level Courses. Assisted with galley duties, maint.
- Tank Fills, Hiring Gear, Washing and Maintaining Equipment, organized logistics.
- Gave vessel safety and dive briefings and debriefings.

Oct 2008 - Aug 2009 Bargara Beach Dive Centre Qld, Australia

Shop Manager / Divemaster

- Managed General Shop Operations, logistics, marketing, sales and csi.
- Taught Entry & Advanced Level Courses. Lead Shore & Boat Group Dives
- Tank Fills, Hiring Gear, Washing and Maintaining Equipment.
- Managed retail inventory, vendor accounts, and organized special events.
- Retail sales and service of scuba equipment, training, and dive trips.

May 2002-Oct 2008 AutoWest Honda Roseville, CA

Journeyman Automotive Technician / Team Leader

- Specialized in accessory installation, diagnostics, service and repair.
- Consistently high CSI scores and Productivity.
- Frequently attended factory training sessions and seminars
- Went on test drives with customers to verify complaints and repairs.
- Performed safety, used car, and pre-delivery inspections

Interests

I enjoy a variety of interests and activities. I love to learn and am constantly striving to grow as a person and improve myself and the impact I can have on the world around me. I love nature and am passionate about conservation and doing the right thing.

Some of the activities I like in no specific order are: Snowboarding, Mountain biking, rock climbing, hiking, backpacking, traveling, scuba diving, speaking Spanish, snow shoeing, white water kayaking, playing guitar, listening to music, being creative, being outside, staying fit, eating well, living a healthy lifestyle, and sharing and enhancing amazing and memorable experiences with others.