
**CREATIVE PROBLEM-SOLVER and PROJECT MANAGER with a
DIVERSITY of EXPERIENCE in both INDUSTRY and EDUCATION**

05/2018 to present **SR. PROJECT MANAGER,**
Holabird Western Americana Collections, LLC, Reno, NV

Project Management

- Maintain and improve mission-critical inventory and financial database system that tracks consigned goods from intake to sales and interfaces with three external, third-party auction platforms.
- Develop database forms, reports, and tools for corporate staff for internal process improvement including a barcoding and scanning system for inventory control and an automated photo labeling system using automated barcode reading.

Documentation / Communication

- Process documentation, analysis, and implementation of improvements.
 - Recruit new and support existing consignors and buyers.
 - Graphic design and videography for marketing.
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10/2016 to 05/2018 **INDEPENDENT CONTRACTOR,** Carson City, NV
I manage creative projects and develop digital and print media materials to meet client specifications primarily using the Adobe Creative Suite and Microsoft Office.

Recent Clients

Dayton Valley Dispatch & Comstock Chronicle, Gold Hill, NV

Editing: edited news stories and ads for grammar, punctuation, style, and accuracy.

Layout: improved design and layout of stories, ads, and features using InDesign.

Writing: instituted a new weekly editorial column and wrote original news stories.

Production: optimized the high-res PDF files used for transmittal to printer.

Distribution: developed a distribution and sales-tracking system in Excel.

Children's Museum of Northern Nevada, Carson City, NV

Marketing Design: promotional graphics, posters, rack cards, calendars.

Historical Society of the Dayton Valley, Dayton, NV

Ad Design: photography, graphic design.

08/2017 to 05/2018 **COLLEGE TUTOR, Western Nevada College,** Carson City, NV
Personalized instruction: mathematics, physics, geology & graphic design

07/2007 to 04/2012 **OPERATIONS and SPECIAL PROJECTS MANAGER**
NW Territorial Mint, Medallion Art Co., Auburn, WA & Dayton, NV

06/2013 to 03/2016 **Logistics**

05/2016 to 10/2016

- Led relocation of the production facility from Washington to Nevada while maintaining production during the transition. The Nevada facility became the nation's largest privately held mint in sales, employees, and square footage.

Security

- Established policies and procedures and implemented security equipment for maintaining building security. Recruited and hired armed security officers.
 - Established policies and procedures and supervised end-to-end operations for the secure transport of precious metals between the Mint, producers, and customers. Personally transported tons of bullion across state lines without incident.
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Marketing

- Designed and published individually customized Sales publications.
- Represented the Company to the print and broadcast news media and conducted frequent tours for company guests, public visitors, and political officials. Researched, authored, illustrated, animated, recorded video and audio, edited, and published a six-minute pilot for a new video series, “Medallic Moments.” <https://www.youtube.com/watch?v=wqzirnwwKaQ> and a 60-second introductory video for the Merikin Medal of Merit <https://youtu.be/ZXblPV33Qwc>.

Safety and Environmental

- Served as the Director of Safety and Environmental three times for several months each on an interim basis until full-time personnel could be hired.
- Primary contact with OSHA, Nevada Division of Environmental Protection (NDEP), and federal Environmental Protection Agency (EPA).

Human Resources

- Served as Human Resources and Benefits Manager three times for several months each on an interim basis until full-time HR personnel could be hired.
- Revised, harmonized, and published numerous company procedures, policy documents, job descriptions, and HR forms used throughout the organization, and implemented many of them as on-line PDFs.

Lobbying and Public Relations

- Interacted with lobbyists, politicians, and political staffers to promote legislation favorable to the Company, in particular, the exemption from the personal property tax on bullion sales in Nevada.

Museum Planning and Design

- Led the planning and design of a proposed Museum of Minting and Money.
- Project was deferred until a suitable site could be identified after relocation from Washington to Nevada.

04/2012 to
06/2013

DIRECTOR of MARKETING, LOGISTICS, and SECURITY **Comstock Mining, Inc.,** Gold Hill, NV

Member of top-level management team for a junior mining company transitioning from exploration to start-up production. Established new positions and procedures until they could be handed off to dedicated personnel.

Marketing

- Actively participated in the pricing and selling of refined metal at prices advantageous to Comstock and developed a financially successful value-added program for selling Comstock precious metal as custom-minted bars and coins.

Security

- Established policies and procedures, specified equipment requirements, and selected vendors for all Security systems implemented at Comstock.
- Established secure and trackable shipping procedures for all of Comstock’s doré.

Logistics

- Implemented a low-cost, GPS-based haul truck and equipment tracking system for mine operations that could be monitored with desktop computers, tablet devices, and smartphones.
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02/2002 to
07/2007

**DIRECTOR of SPECIAL PROJECTS, MARKETING, and OUTREACH
Flandrau Science Center – The University of Arizona, Tucson, AZ**

Senior management team member in the development of The University of Arizona Science Center for downtown Tucson.

Museum Planning, Design, and Operations

- Worked with exhibit designers Ralph Appelbaum and Tim Ventimiglia of RAANY, economic feasibility consultants Thomas Martin and Elena Kaslas of ConsultEcon, Inc., and architect Rafael Viñoly.
- Designed, built, installed, and marketed exhibits with new print and video media and public speaking engagements.
- Led the update of corporate policy documents and employee manuals.
- Planned operating budgets and modeled funding options for new science center.

05/1996 to
12/2001

**FOUNDING DIRECTOR
ASARCO Mineral Discovery Center, Sahuarita, AZ**

Led the design and development of Arizona’s first public tour and museum at a working, open-pit copper mine. Opened in February of 1997, the Asarco Mineral Discovery Center was awarded the National Mining Association’s first-ever Excellence in Mining Education Award in October of that year. It is still in operation today.

Museum Planning and Design

- Responsible for design, construction, installation, and maintenance of all exhibits.
- The facility attracted 50,000 visitors per year and earned an average of \$11.00 per visitor (including free tours to schools).
- Hired and managed exhibit concept designers and fabricators, landscapers, public relations companies, ad agencies, and news media.
- Developed K-12 educational programs for local schools on mine tours.

Human Resources

- Recruited, trained, and managed tour guides and museum store staff.

Logistics

- Created special events including catering, staffing, and custom programs.
- Managed all on-site maintenance and repairs from exhibits to landscaping.
- Created weekly and monthly reports of attendance, costs, and revenues.

Marketing

- Developed and maintained a corporate website about the facility that included visitor information, instructional materials for educators, and links to relevant sites in support of minerals education.
- Developed branded products for sale in the gift shop and online store.
- Active with public relations companies, ad agencies, and news media.
- Frequently requested speaker for community groups and school classrooms.

06/1987 to
05/1996

**MINE PLANNING SOFTWARE DEVELOPER
ASARCO Incorporated, Tucson, Arizona**

Software designer and computer graphics programmer for the interactive ASARCO Mine Planning System.

06/1985 to 06/1987 **CONSULTING GEOPHYSICIST**
St. Joe American Mining Company, Tucson, Arizona
 Software designer and geophysical data processing and analysis.

09/1985 to 06/1986 **MATHEMATICS TEACHER**
Palo Verde Christian School, Tucson, Arizona
 Taught high school algebra, trigonometry, and calculus.
 Concurrent with geophysical consulting work at St. Joe American.

10/1981 to 08/1985 **FIELD GEOPHYSICIST**
Zonge Engineering and Research Organization, Tucson, Arizona

- Collected geophysical data for a variety of clients at field locations across the country for oil and gas, mineral exploration, and environmental projects.
- Developed field data processing and mapping software for on-site interpretation of geophysical data.
- Processed and interpreted geophysical data and wrote reports for clients.

06/1980 to 09/1981 **FIELD GEOPHYSICIST**
Climax Molybdenum & AMAX Exploration, Golden, Colorado & Tucson, Arizona

- Collected self-potential (SP) electrical and gravimetric geophysical data in support of exploration for new molybdenum projects in the Rocky Mountain West.
- Data reduction, analysis, interpretation, and report writing.

EDUCATION

1981 **MASTER of SCIENCE, The University of Arizona**, Tucson, Arizona
 Geophysics – gravity and paleomagnetism

1977 **BACHELOR of ARTS, Wittenberg University**, Springfield, Ohio
 Physics and Geology double major, equivalent minor in mathematics

PROFICIENCIES

Microsoft

Windows
 Word
 Excel
 PowerPoint
 Publisher
 Exchange
 Outlook
 Visio
 Project

Adobe

Illustrator
 PhotoShop
 InDesign
 Acrobat
 Premiere Pro

Other

DaVinci Resolve
 QuickBase

Apple

MacOS & iOS
 Final Cut Pro X
 iMovie
 Keynote
 Pages
 Numbers

PRIORITIES

- Personal integrity, honor, honesty, and self-respect
- Faithfulness to my wife, my family, my friends, and my employer
- Encouraging others to be their best; expecting it of myself
- Maintaining trust in others and my trustworthiness for others
- Lifelong learning

REFERENCES

Personal references are available on request.

Letters of recommendation are available at www.robvugteveen.com/resume/