

**Andrew Nunes, CSW**  
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## **Education**

**Society of Wine Educators, Certified Specialist of Wine** Feb 2013  
Extensive study of viticulture, oenology, wine regions, and service in intense detail; 90% score

**University of the Pacific, B.A. International Relations and Russian Area Studies** May 2012  
*Professional foreign society: Delta Phi Epsilon*  
*Economics honors society: Omicron Delta Epsilon*  
*Study abroad: Saint Petersburg State University*

## **Foreign Languages**

**Portuguese** – *Advanced Proficiency*

**Russian** – *General Proficiency*

**Spanish** – *General Proficiency, Plus*

**Mandarin Chinese** – *Limited Proficiency, Plus*

## **Experience**

**Export Market Analyst at N9 Negotiant** November 2015-February 2016  
*-An early stage negotiant-export business*  
Hong Kong market research; met wine importers for market testing, cold-calling on-premise accounts  
-Performed in-depth financial, strategical analysis; developed recommendations for distributor acquisition  
Attended WI export seminar, wrote a thorough business plan, developed labels for the Hong Kong market

**Sommelier at Wine & Waffles of Alameda** April 2014 – January 2016  
*-New upscale wine bar, owned by hugely successful 90-year-old Ole's Waffle Shop*  
Writing tasting notes, staff training, wine pairings, procuring wine list, wine service, and sales  
Designing menus, leaflet promotions for special events, organizing special events  
POS design, quarterly menu launches; sales, purchases, and inventory reports  
Managed purchases with over 20 distributors; 25 BTG, 90 wines and a \$4.5k monthly budget  
Launching the Birthday Club email list and the Fat Boy Wine Club

**Procurement Specialist at Ole's Waffle Shop** July 2015 – January 2016  
*-Hugely successful 90-year-old "local institution" with long lines each morning and a friendly atmosphere*  
Managed purchasing and delivery schedules with 9 companies, over 300 products, average \$5k weekly  
Projects including designing beer & wine menus, redesigning inventory sheets, liquidating deadstock  
Maintaining health department standards, dry & refrigerated storage cleanliness/organization

**Lead Sales at Soda Rock Winery of Alexander Valley** April 2013 – December 2013  
*-One of the boutique Wilson Artisan Wineries, with winemaker Antoine Favero*  
Wine education, selling wines, club memberships, supervising part time staff, coordinating group tastings  
POS updates, wine club database management, lead generation, sales calls, packing wine club shipments

**Andrew Nunes Marketing/Language Consultant**

June 2011 – April 2014

*-Offering Marketing and Language services to clients in the San Joaquin and Bay areas*

Clients including a law firm, university professor, non-profit organizations, a 5-team hauling company, university students, and a handful of startups

Market research, promotions design and distribution, language education, legal interpretation, archival transliteration

**Facilitator and Assistant Camp Director with BizSmart Global**

Summers of 2011, '12, '13

*-At Stanford and Santa Clara Universities, as well as Bombay and Delhi, India*

Interfacing with guest speakers, including venture capitalists, CEO's, entrepreneurs

Delivering business lectures on marketing, finance, risk analysis at competition summer camps worldwide

Advising students on marketing/finance/sales strategies, business plan writing, presentation skills

Conflict management and special collaboration with international students

**Promotions Coordinator with the Newman House**

August 2009 – May 2012

*-A branch of the Diocese of Stockton*

Responsible for weekly email to list members, promotions design/publication, inputting email signups

Launched and maintained a new website, streamlined email campaigns from 30 person batches to a single batch using new 'listserv' enterprise technology

**Copartner at Sui Generis Marketing**

July 2008 – June 2009

*-Built a messaging platform connecting restaurants with a new lunchtime demographic*

Market research design and aggregating results, market messaging; daily texts on lunch specials

Meeting restaurant owners and selling marketing services targeted to the high school demographic

**Additional Skills**

Adobe Photoshop

Microsoft Excel

Microsoft Word

General web editing

Financial analysis

Market Research

Promotions Design

Legal compliance

Brainstorming techniques

Project Management

Risk Analysis

POS programming