

**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, Spring Semester 2010*

## **Foreign Languages**

**Portuguese** – *Advanced Proficiency*                      **Spanish** – *General Proficiency, Plus*  
**Russian** – *General Proficiency*                         **Mandarin Chinese** – *Limited Proficiency, Plus*

## **Work Experience**

**Auction Strategist at K&L Wines Merchants** July 2018 – Present  
*-Since 1976, one of the largest online retailers for fine wine in the US with 3 storefronts in California*  
Data processing of Excel wine lists, SKU editing, integrated CRM, and ERP coordination  
Advising high value clients in auction purchases, international & interstate shipments, insurance claims  
Researching no-bid lot performance and executing purchasing decisions  
Established quarterly process for inventory counts and adjustments, tracing systemic errors  
Tracking outstanding invoices, wire payments, including collections

**Assistant Old & Rare Wine Buyer at K&L Wines** May 2016 – June 2018  
Helping private sellers auction/sell wine, assisting Senior Buyers research and price lists up to 5000 lines  
Retail pricing, auction hammer performance, critic scoring, inventory sell-through rates, and risk analysis  
Customer service and seller relationships; payments, interstate shipping, wine conditions, and valuations  
Tracking market performance of ultra-rare wines, verifying authenticity and condition old wine

**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 CWI export seminar, wrote a thorough business plan, designed 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, POS GUI for quarterly launches; leaflet promotions for special events; event planning  
Purchases with over 20 companies; 90 wines, 25 BTG; monthly purchase budget, inventory, sales reports  
Launched the Birthday Club email list and the Fat Boy Wine Club

**Procurement Specialist at Ole’s Waffle Shop**

July 2015 – January 2016

*-Alameda’s 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

**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*  
Collaborating with student teams and guest speakers; including venture capitalists, CEO’s, entrepreneurs  
Delivering business lessons 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

**Lead Sales at Soda Rock Winery of Alexander Valley**

April 2013 – December 2013

*-One of the boutique Wilson Artisan Wineries, worked 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, wine club shipments

**Promotions Coordinator with the Newman House**

August 2009 – May 2012

*-A branch of the Diocese of Stockton catering to the university student body*  
Responsible for weekly emails 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 enterprise technology

**Copartner at Sui Generis Marketing**

July 2008 – June 2009

*-Built a messaging platform connecting restaurants with a high school 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**

Customer Service	Promotions Design	Adobe Photoshop	Market Research
ERP/Data Analysis	Financial Analysis	Excel Pivot Tables	Brainstorming techniques
Project Management	General Web Editing	POS Programming	Risk Analysis