

ERIC HARMON

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OBJECTIVE

Eager to utilize experience and help add another important team player to your company.

EDUCATION

South Anchorage High School, Anchorage, AK, Aug 2005 – May 2009

Diploma, 3.3 GPA

Portland State University, Portland, OR, Jan 2010 - Dec 2012

Studied **Information Technology**

Oregon National Guard, Fort Gordon, GA, Mar 2011 - Sep 2011

Certified as Information Technology Specialist, with Honors

Clackamas Community College, Oregon City, OR, Apr 2013 - March 2014

Associates in General Studies

EXPERIENCE

Northwest Draft Technicians, Jan 2018 - present

- Cleaning of draft systems
- Certified Micromatic installer since Feb 2019
- Installs of kegerators, direct draw, and remote glycol systems

Green Artisan, May 2017 - Jan 2018

- Lawn maintenance
- Design installation
- Landscape construction

Driver - Lyft, Nov 2016 - Mar 2017

- Maintaining professional appearance and upkeep of myself and my vehicle
- Provide a relaxing environment from pickup to drop off.
- Provide a safe and easy way for people to get around.

Bartender/Room Service/Banquet Server/Server - Aquariva, May 2016 - Nov 2016

- Taking orders (drink or food) in order and getting them to customers in a timely manner
- Providing clarification on any menu item the guest may be unsure about.
- Have knowledge of cocktails, beers, wines, and food pairing
- Setting up events via BEO's
- Knowledge of A/V equipment

Executive Assistant - Anchorage Marriott Downtown, Oct 2015 - Apr 2016

- Worked alongside GM and Sales Director to insure our property had everything to keep daily operations running smooth.
- Placed all orders for the property and stay in communication until the item arrived.
- Attended daily property meeting with GM and department managers.

- Daily clerical work consisted of inputting invoice information into Excel format for proper bookkeeping, responding to corporate and guest correspondence and emails, and manage incoming telephone calls and transfer to the appropriate associate
- Facilitate various accounts receivable and accounts payable functions
- Kept detailed record of property spending and responsible for sending in receipts and credit card summary to corporate every month.
- Worked along sales team during sales calls and meetings.
- Review Freight audit report and billing of incoming/outgoing freight
- Processing freight claims
- Responsible for new employee customer service training, facilitating safety training, property tours for new or potential clients, and employee appreciation
- Property Customer Satisfaction - Providing additional assistance to guest if they left something behind on property, have a question about the property or company after they have left, or if their stay did not meet their satisfaction.

Front Desk Concierge/Valet - River's Edge Hotel & Spa, Aug 2013 - Aug 2015

- Communicating with guest, travel agents, and travel websites to make stay as comfortable as possible via-phone, email, or face-to-face interaction.
- Organizing hotels 99 rooms for new day check-in
- Maintaining professional appearance and organization of front of hotel.
- Keep track of 100 available parking spaces and vehicles in them.
- Kept traffic flow to and from the hotel, spa, restaurant steady as to not overwhelm the rest of staff.
- Display confidence and security to insure guest of professionalism.
- Being the first impression to the property
- Staying up to date on events and attractions coming or in Portland

Information Technology Specialist - Oregon National Guard, Oct 2010 to Jan 2015

- Trained as Network Administrator
- Trained on latest Information Technologies

Security Management - Anchorage Downtown Partnership, May 2009 – Dec 2010

- Worked alongside law enforcement to protect citizens and city property
- Coordinated/assembled events for downtown Anchorage

References available upon request