***JIMMY KIESSLING***

8851 Tangerine Sky Ave, Las Vegas NV 89178

702-817-2735

[Jimmy.Kiessling@gmail.com](mailto:Jimmy.Kiessling@gmail.com)

**Career Focus**



To obtain a position that is both challenging and rewarding with a great team environment.

**Summary of Skills**



* Strong PC skills with a working knowledge of including but not limited to MS Excel, MS Word, MS Office, and Outlook. Strong CRM knowledge
* Great customer service skills
* Type 65 WPM
* Excellent interpersonal, written and verbal communication skills.
* Knowledgeable in contract negotiations
* Extensive General Manager and Management experience

**Accomplishments**



General Manager

* Was able to bring struggling bar/restaurant from $80k debt to $14k debt in a matter of 8 weeks before separating with company.
* Created revenue for establishment by 20% upon takeover.
* Re-built relationship with all food and beverage vendors which resulted in increase of sales which also helped build product branding.
* Promoted in 3 months from IGS from a skiptracer/collector to supervisor having my own team of 12 personnel that was in first place 3 months in a row after taking over

**Professional Experience**



**Collector/Sales Rep**

**February 2016-October 2019**

**Western Funding Incorporated**

\*Took inbound and outbound calls collecting on delinquent accounts

\*Manage a que through CRM where had to apply payments, notate, and skiptracing to help resolve accounts

\*Finished in the top 3 while as a collector during my tenure

\*Searched for dealers across the U.S. and pitched our program and its capabilities to prospective dealers

\*Qualified dealers via looking at financials, types of units sold, and how many units sold per month

\*Made sure dealer was in good standings per state guidelines

\*Once signed up, gave weekly training to my que of dealers on how to effectively use our program for the most

profitable net check

\*Monitored all deals when submitted from dealer to make sure all appropriate paperwork was received and met our

company standards

\*Assisted with any paperwork that was missing to get from client in order to achieve a fast and complete funding tim

**Sales Associate, Closer & Finance**

January 2014 to January 2016

**Subaru Of Las Vegas-Las Vegas Nevada**

\*Assisted all customers with their purchase experience on new and used vehicles.

\*Handled all transactions from purchase to delivery

\*Reviewed all finance contracts and had loans bought from over 25 financial institutions

\*Went over all loan documents with customers and assured 100% accuracy upon submission

\*Maintained customer relations with clients even after purchase was completed.

\*Handled every aspect of the negotiation process

**Sales Associate**

January 2012 to January 2014

**Honda West-Las Vegas Nevada**

\*Assisted all customers with their purchase experience on new and used vehicles.

\*Handled all transactions from purchase to delivery

\*Maintained customer relations with clients even after purchase was completed.

\*Handled every aspect of the negotiation process

**General Manager**

December 2010 to December 2011

**Vince Neil's Feelgoods Rock Bar & Grill**– Las Vegas, Nevada

Partnered with struggling bar/restaurant to oversee all operations to bring out of debt to avoid closing.

\* Responsible for the training, supervising, and termination of all front of house personnel in conjunction with the Owner

\* Responsible for ensuring that proper food handling procedures and presentation are being met by the staff.

\* Executed the general responsibilities necessary to minimize operating cost.

\* Responsible for maintaining bar and dining room costs.

\* Responsible for estimating food and beverage cost and requisition supplies.

\*Controlled and placed all liquor orders

\*Managed 15 personnel and the scheduling

\*Maintained vendor relations

\* Handle customer complaints

\*Implemented new restaurant menu in order to cut food costs

B**usiness Development**

September 2009 to April 2011

**DKR Partners** – Las Vegas/San Francisco, Nevada/California

Assisted in all operations of the company from locating new properties to venture our brand of night clubs, design, budgets and staffing. Also works directly with CEO/Owner on several other conceptual ideas for hotels and nightclubs, away from the branding of our main night club.

**Fraud Investigator/Supervisor**

February 2006 to August 2009

**IGS Nevada** – Las Vegas, Nevada

Tasked with working directly with clients to identify any fraudulent activity and once identified use all necessary tools to recover asset for client. Worked directly with all law enforcement agencies around the US as well as the FBI.

**Field Associate**

December 2004 to February 2006

**Rinker Materials** – Las Vegas, Nevada

Assisted with all concrete pours on job sites which included:

Concrete testing

Slump measurements

Load amounts

Correct mix designs

Quality control

**Legalman**

September 1998 to November 2004

**United States Navy** – Lemoore/Honolulu, California/Hawaii

Worked directly with the Judge Advocate General's Office Duties included:

Submit all necessary documents to courts for Court Martial

Extensive research on current cases for representing Attorney to prepare for case Interview all prudent witnesses associated with case

Prepare complete layout for attorney for court ASF Officer

During my tenure in the Navy I also worked as an Auxiliary Security Force Officer which is equivalent to a Civilian Police Officer.

**Education**



**Chaminade University** 2004

Honolulu, Hawaii

Criminal Justice/Pre-Law

Bachelor

1 Semester shy of obtaining BS Degree

**Nevada State College** 2018-2019

Las Vegas, Nevada

Bachelor

Communications with an emphasis on public relations

Degree in progress