

James Odell
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Objective	● To continue to develop my skills and abilities in an environment that allows me to grow.	
Education	Metropolitan State University of Denver	<i>2007-2010</i>
	● Area of study: Environmental Science Land Management	
	Denver University Coding Bootcamp	<i>2021</i>
Professional Experience	● Area of study: Code Engineering	
	QEP Resources, Inc.	
	● Administrative assistant for the Title and Lease Department	<i>09/2017-</i>
	● File clerk	<i>Present</i>
	● Building files for (ROWs, Leases, Contracts and Wells)	
	● States I worked with (Texas, North Dakota, Louisiana, Utah, Oklahoma, Wyoming, Kansas)	
	● Scanning	
	● Inventory	
	● Mail	
	● Putting together files for sale packages	
	● Making labels	
	● Lease tech training	
	● Proficient in these programs, Outlook, Excel, Word, Quorum, Kofax (Batch Manager), Dymo, Citrix Receiver, Qlik View, Snipping Tool, SAP/PRA	
	Earls Kitchen and Bar –	<i>09/2012 – 08/2017</i>
	● Line Cook: Apps, Sushi, Salads, Panfry, Ovens, Griddle, Broiler	
	● Prep Cook: Portion, PM, Line Set, Salads, Protein, Veg, Bake, Sauce	
	● Ambassador	
	● Night Coach	
	● Expo	
	● Night Sous	
	● Day Sous	
	● Proficient in these computer programs, Excel, Word, Gmail, Google Sheets, Google Calendar, Google Hangouts, Google Drive, Google Docs, Qlik View, Open Table, Push Operations, Hot Schedules, QSR, Micros and Reputology.	
	● Financial thing I am proficient in, Inventory, Profit and loss, Labor	
	Enzo's End –	<i>07/2008 – 09/2012</i>
	● Line Cook: Ovens, Assembly, Salads, Prep	
	● Service: Phones, Server, Driver	
	● Management	

Professional References

Clint Marley
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Clint_Marley@ameristarmeats.com

Cody Rodgers
TAG Restaurant Group
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