**Jarred Heer**

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**Education**

University of Wisconsin – La Crosse, La Crosse, WI

College of Business Administration

Bachelor of Science, May 2019

Major: Economics

**Data Analysis Experience**

Econometrics and Data Analysis Classes

* Gather large sums of data
* Analyze data using R and Tableau
* Present data and findings

**Work Experience**

**Server**

Greengrass Café - La Crosse, WI March 2017 to August 2019

* Respond to additional patron requirements by inquiring of needs; observing dining process
* Serve orders by picking up and delivering patrons' choices from bar and kitchen; deliver accompaniments and condiments from service bars
* Protect establishment and patrons by adhering to sanitation, safety and alcohol beverage control policies
* Contribute to team effort by accomplishing related results as needed
* Promptly address customer service issues and refer customers to management when necessary

**Grounds Crew**

The Golf Club at Cedar Creek - Onalaska, WI March 2018 to November 2018

* Responsible for the cultivation and care of the landscaping and grounds of the club.
* Plants flowers, mows, pulls weeds, repairs structures, and maintains outside of property.
* Strong attention to detail required
* Take on special landscaping or planting projects as deemed necessary by the property manager

**Gate Attendant**

Advanced Private Investigations - La Crosse, WI March 2017 to Present

* Greet visitors, guests, and employees as they arrive at the facility gates.
* Provide information regarding available personnel, and make inquiries pertaining to appointments.
* Ascertain that surveillance and alarm systems are properly set and calibrated.
* Monitor traffic in and out of the building gates, ensuring that no major incidents transpire.
* Notify office personnel of deliveries and visitors, and check documentation against incoming and outgoing items

**RELEVANT WORK SKILLS**

**Leadership**

* Team Management
* Resource Planning
* Budgeting Math
* Data entry
* Data Analytics
* Statistics

**Professionalism**

* Active Listening
* Professional Communication
* Time Management

**Computer Skills**

* Microsoft Office - Excel, PowerPoint, Word
* Windows, Mac, and Linux Operating Systems
* Tableau, R, SPSS