**Jarred Heer**

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**Education**

University of Wisconsin – La Crosse, La Crosse, WI

College of Business Administration

Bachelor of Science, August 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**

**Free Lance Book Keeper**

Peter Hubshman, Fractional CFO – La Crosse, WI September 2019 to Present

* Record day to day financial transactions and complete the posting process
* Enter data, maintain records and create reports and financial statements
* Process accounts receivable/payable and handle payroll in a timely manner

**Gate Attendant**

Advanced Private Investigations - La Crosse, WI June 2018 to August 2019

* Provide information regarding available personnel, and make inquiries pertaining to appointments.
* 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

**Manager/Server**

Greengrass Café - La Crosse, WI March 2017 to Present

* Manage employees in the front of house, and make day to day decisions regarding the operation of the restaurant
* Protect establishment and patrons by adhering to sanitation, safety and alcohol beverage control policies
* Promptly address customer service issues and refer customers to upper management when necessary

**RELEVANT WORK SKILLS**

**Computer Skills**

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