**Jarred Heer  
La Crosse, WI  
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608.732.8906**

**Summary**

* Strong Leadership skills developed through both leading and delegating tasks
* Analytical thinker with strong work ethic and  attention to detail.
* Exceptional communication skills developed  through sales, management, and teaching/coaching.

**Work Experience**

**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

**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

**Gate Attendant**

Advanced Private Investigations - La Crosse, WI March 2017 to August 2019

* 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

**Education**

* B.S. in Economics University of Wisconsin La Crosse - La Crosse, WI 2014 to 2019

**Skills**

Excel, Microsoft office, PowerPoint, Word, Mac, Budgeting, Time management, Statistics, R, Tableau, Data analytics, Team management, Linux, Data entry

**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 and R