**JORDAN UTTECH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**OBJECTIVE**

I am seeking a Project Manager position that connect my passion for energy efficiency and the construction industry while fully capitalizing on my skills in co-ordination and client management while helping to exceed my employer’s business goals.

**RECENT PROFESSIONAL EXPERIENCE**

**ROGUE ALES,** Portland, OR Apr. 2010 – Jul. 2011

**Pub General Management**

Responsible for the operations of 10 pubs/restaurants throughout WA, OR, and CA including monthly analysis of schedules, labor planners, financials, marketing opportunities and events. Hired and trained approximately 30 managers throughout the 10 pubs including personalized development plans and yearly reviews. Also responsible for any maintenance project over $500 in each pub.

**ROGUE ALES PUBLIC HOUSE,** Issaquah, WA & San Francisco Jul. 2006 – Apr. 2010

**Server/Bartender/Entertainer**

Quickly and efficiently served customers accurate food and drink orders while providing an entertaining environment.

**BLUE STAR RESORT & GOLF( A JF SHEA CO.),** Redmond, WA Jan. 2009 – Oct. 2009

**Member Services Supervisor**

Hired, trained and supervised member services assistants at the front desk of a private club. I managed scheduling, tracking reports, databases and all sensitive customer issues.

**SHEA HOMES INC.(A JF SHEA CO.),** Redmond, WA Feb. 2007 – Jan. 2009

**Customer Service Representative**

Reviewed new home construction and homeowner warranty concerns and determined where service and repair was needed. Documented all quality issues, completed work, and conversations for each home into management software for future reference.

**SHEA HOMES INC.(A JF SHEA CO.),** Redmond, WA Nov. 2003 – Feb. 2007

**Maintenance Supervisor**

Supervised the maintenance of the Cascade Club, a 30,000 sq. ft. private club which included an in house crew of up to 4 porters and managing all maintenance contracts and projects which were out sourced.

**ZEVAN INC. ,** Issaquah, WA Jun. 1999 – Nov. 2003

**Crew Foreman**

Managed two crews of floor cleaning and restoration specialists, made daily schedule for each crew to increase effectiveness and was responsible for the completion of all scheduled projects.

***{Additional references and education upon request}***