**ROB JERAND**

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**OBJECTIVE**

After starting my career in Hotel Management, I have chosen to further my education and pursue my Masters in Business Administration. My goal is to find a position with a progressive company that will allow me immediate opportunity and long term growth potential toward a leadership position.

**EDUCATION**

**George Fox University, Masters in Business Administration**

September 2011 – Present

**Oregon State University, Bachelor of Science**

September 2002 – June 2007

Major – Business Administration (focus in Management Information Systems)

Minor – Speech Communication

**SUMMARY OF SKILLS**

* Technical background from my undergraduate degree and job experience.
* Leadership skills gained by managing hotels and retail business.
* Strong multitasking, organizational skills, and confidence in making key decisions.
* Team oriented with good listening and communication skills.

**EXPERIENCE**

**Sales Manager, Hilton Garden Inn of Lake Oswego/Portland**

August 2010 – August 2011

* Established and managed relationships for sports teams, wedding groups, and government agencies. My portfolio included a database of roughly 120 contacts.
* Made daily sales calls to attract new business.
* Customized each relationship and helped make arrangements for events.

**General Manager, Shilo Inn Hotels**

October 2007 – August 2010

* Managed a team of 18 employees at a full service hotel after being promoted from Manager Trainee. I built my team by hiring, scheduling, organizing team meetings, and termination of employees.
* Worked with the corporate leadership team to establish and adjust monthly budgets.
* Coordinated sales calls and managed key relationships.

**Management Internship, Walgreens Store in Vancouver, Washington**

June 2006 - September 2006

* Worked with management team to operate one of the company’s largest stores.
* Ordered, processed, and stocked inventory.
* Balanced and counted daily earnings of the store.

**Kitchen Aid, Child Development Center at Oregon State University**

September 2002 – June 2005

* Ensured that children were given meals suitable for their dietary restrictions.
* Tracked inventory and ordered food on a weekly basis.
* Managed weekly cleanup crew of kitchen area and attended health audits.

**Youth Coach, Skyhawks Sports Academy of NW Oregon**

June 2002 – September 2004

* Directed youth sports including baseball, basketball, soccer, and hockey
* Established and monitored goals and shared progress with parents
* Responsible for daily scheduling, camper safety, skill development, equipment inventory, and camper evaluations

**ASSOCIATIONS & INTERESTS**

* Children’s Cancer Association & Oregon Food Bank Volunteer
* Soccer manager for year round men’s league
* Timbers Army game day operations and organization
* Travel, soccer, family, reading, cooking, and athletic training.