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

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**OBJECTIVE**

I am seeking an operations manager or coordinator position that will capitalize on my proven many acquired skills while growing my professional experience and helping to exceed my employer’s business goals.

**RECENT PROFESSIONAL EXPERIENCE**

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

**Pub General Manager**

Responsible for the operations of 10 pubs/restaurants throughout WA, OR, and CA including monthly analysis of schedules, labor planners, c.o.g.s., financials, marketing opportunities, and events. Hired and trained approximately 30 managers throughout the 10 pubs including personalized development plans and yearly reviews.

**ROGUE ALES, GREEN DRAGON BISTRO,** Portland, OR Apr. 2010 – Nov. 2010

**Assistant Pub Manager/Bartender/Server**

Hired and trained front of house and back of house staff while working 5 full shifts on the floor per week.Responsible for scheduling staff, monthly inventory, daily accounting and weekly ordering of beer, wine, liquor and food.

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

**Server/Bartender**

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.

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