

JARED UPTON

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My strong sales and service background has provided me with a track record of both setting and surpassing goals, as well as, providing a genuine customer experience. With experience in different industries, my willingness to adapt and excel in any environment has made me an asset to the companies I have worked for.

With a desire to take my career to the next level, I am looking for a position that will utilize my skills and challenge my abilities to help me grow both professionally and personally.

Skills

- Strong Attention to Detail
 - Customer Service & Brand Building
 - Calendaring & Time Management
 - Money Management & Reporting
 - Computer Proficiency
 - Communication Skills & Teamwork
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Work History

Advanced OrthoPro: *Indianapolis, IN*

02/2020-Current

Prosthetic Technician

- Pour and modify plaster molds, pull plastic from oven to shape the socket, laminate with resin and carbon fiber and sometimes custom designs, grind and smooth socket, use sewing machine to make straps, and various techniques depending on type of prosthetic
- Use tools such as various machine grinders, bandsaws, and pneumatic cutter
- Maintain a clean and organized work area, and follow safety procedures

IronWorks Hotel: *Indianapolis, IN*

07/2019-02/2020

Night Audit

- Same as below, in addition to emailing the manager with any inefficiencies found for each shift
- Verify minibar charges
- Perform hall checks to collect room service and monitor for noise and smoke
- Proficient in the Opera software

Baymont Inn & Suites: *Indianapolis, IN*

08/2018-07/2019

Night Audit Manager

- Generate daily reports detailing room occupancy, daily transactions, revenue totals and other reports for upper management review using the SynXis software
- Process daily batch reports to settle credit card charges
- Ensure 3rd party reservations and direct bills with large corporations, long-standing contracts, and State Entities have been processed and filed in a timely manner
- Perform essential front desk agent tasks such as checking guests in and out, issuing room keys, recommend local dining locations and activities, and ensure guest satisfaction is reached
- Provide an air of safety to all guests by being a steward of good judgement and monitoring for suspicious activity

Estes Express Lines: *Greenwood, IN*

10/2013 to 06/2015

Dock Worker

- Unloaded trailers and loaded freight to appropriate destinations
 - Filed appropriate reports for damaged freight to recoup cost/inventory
 - Forklift operator
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Education

Indianapolis University-Purdue University Indianapolis: *Indianapolis, IN 2009-2010*

The Art Institute: *Indianapolis, IN 2016-2017*