
JESSICA SEWELL

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EDUCATION

UNIVERSITY OF NORTHERN COLORADO | 2011-2013

RED ROCKS COMMUNITY COLLEGE | 2015

INSTITUTE OF INTEGRATIVE NUTRITION | 2018-2019

UNIVERSITY OF DENVER WEB DEVELOPMENT BOOTCAMP | GRADUATION
AUGUST 2019

PREVIOUS EXPERIENCE

MANAGING DIRECTOR | MOVEMENT CLIMBING + FITNESS | 2014 - CURRENT

- Overseeing all operations of a World Class Climbing, Fitness and Yoga facility in the Baker neighborhood of Denver.
 - Understanding all Department Mission Statements and Goals in addition to a fundamental understanding of how each Department operates.
 - Managing 70+ individuals including 12 Department Directors and 60+ staff members.
- Responsible for hiring, on-boarding and training of Directors preparing them for managing their Departments.
- Served as Interim Director for almost every Department during hiring phases.
- Providing support and mentorship to Directors in their Department management.
 - Relaying constructive feedback, guidance and redirection when necessary.
- Responsible for completing employee payroll biweekly and worked with Directors to stay within payroll projections.
- Successfully implemented a Director Training Manual for Directors which is now implemented all three locations.
- Worked closely with Founders in budget and strategic planning.
 - Managed facility financials and approved all facility purchases.
- Scheduled weekly check-in meetings with Directors to ensure their Departments and staff members were on a good track.

SERVER/MANAGER | THE CAPITAL GRILLE | 2012-2014

- Providing a memorable experience for guests in fine dining atmosphere.
- Answering to guests' needs and fulfilling them in a professional manner.
- Doing step-by-step service while multitasking efficiently and maintaining composure during stressful and busy circumstances.
- Successfully hosted and managed several private events for premium locker holders, consistently fulfilling high expectations.
- Received high scores on shopper reports, resulting in several gold stars.
- Maintained existing guest relationships and built new ones.

SERVER/MANAGER | RICE BISTRO & SUSHI | 2011-2013

- Managing and scheduling all private events through two locations.
- Answering phones, taking reservations, and seating guests when applicable.
- Acquired a complete knowledge of working in a fast-paced environment, holding up to a 14-table section during peak hours.
- Mastering teamwork in a busy atmosphere to ensure a satisfactory experience for guests.

CERTIFICATIONS

- CWI (Climbing Wall Instructor) Certification through the CWA (Climbing Wall Association)
- Safe Sport Certification through USA Sports
- CPR/First Aid/AED
- Integrative Health Coach Certification