

**Jordan Choquette**  
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## **QUALIFICATIONS**

- Attending University of Denver's Full Stack Web Development Bootcamp
- Ability to self-manage, with strong attention to detail and the ability to work efficiently and precisely
- Creative problem-solver with the ability to learn quickly
- Exceptional communication and interpersonal skills

## **EXPERIENCE**

### **BENTGATE MOUNTAINEERING, Golden, CO**

#### **Sales Associate and Ski Tech**

**11/2017 – Current**

- Provide high quality customer service to ensure customers are outfitted to meet their outdoor goals
- Merchandise store to display current products according to season and interest of customers
- Assist in the organization of weekly community events
- Place purchase orders for shop guidebooks

### **MODIS IT STAFFING, Denver, CO**

#### **National IT Recruiter**

**05/2017 – 11/2017**

- Actively identified and recruited quality IT professionals for multi-million dollar accounts
- Facilitated and negotiated the entire hiring process between clients and IT candidates
- Maintained strong relationships with established accounts while breaking ground with prospective accounts
- Adhered to strict regulations to ensure accurate representation and satisfaction of both clients and candidates
- Prepared, drafted, and submitted candidate profiles and documentation in an online reporting system

### **BEAR CREEK GOLF CLUB, Lakewood, CO**

#### **Head of Outside Operations**

**08/2016 – 05/2017**

- Provided excellent customer service to club members
- Maintained and detailed golf cart fleet
- Valeted and detailed member cars
- Organized golf bag storage system for over 150 members

### **STEPPING STONE SUPPORT CENTER, Littleton, CO**

#### **Community Outreach Director**

**07/2015 – 08/2016**

- Created and administered an online system to communicate with business contacts.
- Input daily performance reports into a database to track and interpret client progress.
- Conducted interviews and investigated backgrounds of clients to determine job skills and proper placement in the program.
- Organized and facilitated monthly educational seminars to parents and caregivers with a focus on understanding regulatory concerns.
- Responded quickly and thoroughly to a high volume of emails and client inquiries.

**Saje Network Systems, Boulder, CO**

**Inside Sales Lead**

**04/2014 – 05/2015**

- Communicated via phone and email with clients to address and meet security needs.
- Developed sales scripts to pitch to current and potential clients about network security optimization and networking equipment.
- Planned the company's marketing and outreach to clients for corporate luncheons.

**EDUCATION**

**Colorado State University, Fort Collins, CO**

Communication Studies and Business Administration