

Jordan Choquette
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QUALIFICATIONS

- 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
- Excellent 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 ten 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.

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

University of Denver, Denver, CO

Full Stack Development Boot Camp