

**JORDAN R. WERRE**  
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**education**

2009-2013

**UNIVERSITY OF MINNESOTA, COLLEGE OF LIBERAL ARTS** **MINNEAPOLIS, MN**

Earned Bachelor of Arts degree in Mathematics and Music. Concentrated in mathematics education, music theory, and music composition. Awarded Evans Scholarship. Elected Class President of Minnesota Evans Scholars. Selected by faculty for Freshman Research Award to assist in development of Rubato musical software. Attended University of Ghana in Accra, Ghana (Summer 2012).

**experience**

2016-present

**PEAK FINANCIAL CONSULTING**

**BLOOMINGTON, MN**

*Executive and Administrative Assistant*

- Analyze client account performance, assessing potential strategies for financial growth. Prepare unique proposals for investment opportunities tailored to each client's individual financial objectives.
- Optimize office scheduling and communication using Salesforce and Redtail customer relationship management (CRM) tools.
- Demonstrate high level of attention-to-detail by executing financial transactions efficiently and accurately.
- Review and uphold developing compliance standards. Maintain high degree of confidentiality regarding client information.

2013-2016

**MACPHAIL CENTER FOR MUSIC**

**CHANHASSEN, MN**

*Chanhasseen Site Coordinator*

- Oversaw daily operations of Chanhasseen satellite location. Organized teacher and studio schedules to optimize space and time usage. Advance Chanhasseen site to become MacPhail Center for Music's largest satellite location after two years of operation, exceeding revenue goals by up to 70.06%.
- Manage teacher and lesson time placement of over 350 new incoming students using Act! CRM software.
- Demonstrated communication and customer service leader. Consistently recognized for high level of customer service by students and administration. Chosen to serve on Customer Service Action Plan Committee with President, department directors, and managers.
- Serve leadership role in use and maintenance of ActiveNet database software. Prepare weekly registration reports for teachers and administration using Microsoft Access. Create specialized reporting solutions for administrative team and community leaders using Microsoft Word, Excel, and PowerPoint to optimize Chanhasseen site performance. Provide technological assistance for administrative team.

2014-2015

**SAINT PAUL CONSERVATORY FOR PERFORMING ARTISTS**

**SAINT PAUL, MN**

*Vocal Arts Faculty*

- Instructed music theory and piano skills classes for ninth and tenth grade students. Created unique weekly lesson plans influenced by student needs and goals.
- Reported promptly to Department Chair, fellow teachers, and student families, providing detailed question resolutions and student progress reports.

**certification**

FINRA Series 7 and 63 Securities Registrations.

**performance**

Won MacPhail Center for Music Concerto-Aria Competition (2016). Won River Bells Carillon Festival Composition Competition, sponsored by Marcy-Homles Neighborhood Association (2013). Active piano accompanist in Twin Cities metropolitan area.

**personal**

Enjoy attending concerts, practicing piano, reading, golf, and travel.