

Jordan Burke

(951) 326-9801 jordanjamesburke@yahoo.com

Objective

To obtain a bartending position in a professional environment, utilizing communication, problem-solving, and leadership skills.

Education

Completed and Certified:
San Diego's Professional Bartending School

Attended:

Palomar community college
Major Studies: Emergency Response and Fire Science

Minor Studies: Business and Psychology

- Relevant course work
- oral speech and communications
- accounting
- economics
- introduction to political science

Skills & Qualifications

- Excellent oral and written communication skills
- Able to multitask in busy and high volume environment
- Proven leadership skills
- Works effectively within team as well as independently with minimal supervision
- Strong attention to detail
- Adaptive to changing environments
- Versed in over 50 drink combinations

Experience

Customer Service/Retail Representative, Wells Fargo Bank, Temecula, CA (11/2008-12/11)

- Finds and addresses needs of customers for better financial security
- Organize and maintain customers' information and account history
- Handles upwards of 20,000 dollars at a given time
- Introduced people to insurance, home mortgage, and brokerage consultants
- Advance knowledge in the legalities and logistics of banking

Universal Call Center Representative II, USE Credit Union, San Diego, CA (1/12-6/2013)

- Communicated with customers and directly addressed problems
- Maintained (and organized) a friendly and helpful atmosphere
- Delegated work flow for subordinates to optimize results

Activities

- Volunteer, EMT services and Firefighter (9/2010-12/2011)
- Theater, Patchwork People (7/2011-9/2011)
- Bar tending private events (6/2013- current)
- Freelance writing (12/2011- current)

JORDAN JAMES
BURKE

427 Stockton St
San Francisco, CA 94108
(951) 326-9801
jordanjamesburke@yahoo.com

REFERENCES

Brittany Pinto
MSC supervisor
USE credit union
10121 pacific heights suite 100
San Diego, CA 92121
(619)204-4214

Relationship

My direct superior at USE Credit Union from Jan 2012 to June 2013

Brenda Hernandez
Branch Manager
Wells Fargo
27630 Ynez Rd
Temecula, CA 92591
(951)616-7788

Relationship

My manager at Wells Fargo from 2008 through 2011

Samantha Spada
Production Assistant
Joint Studios
Los Angeles, CA
(530)204-8004

Relationship

Dear colleague at Patchwork theater and Client for Private event
"Wednesday night Barrio Stumble" Located at Terradell & Serapis, Pico
Rivera

"You sir, are an alchemist"