

# Jordan Burke

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## 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

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REFERENCES

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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

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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

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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

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*"You sir, are an alchemist"*