

# Jeffrey Hood

Firestone, CO

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To obtain a position where I can maximize my technical skills, leadership, training and teamwork experience established with the U.S. Army.

## WORK EXPERIENCE

### **Assistant General Manager**

Wendy's - Westminster, CO - January 2014 to Present

Estimate food and beverage costs. Work with Corporate office for efficient provisioning and purchasing of supplies. Supervise portion control and quantities of preparation to minimize waste.

Adhere to company standards and service levels to increase sales and minimize costs, including food, beverage, supply, utility and labor costs.

Enforce sanitary practices for food handling, general cleanliness, and maintenance of kitchen and dining areas.

Ensure compliance with operational standards, company policies, federal/state/local laws, and ordinances.

Develop employees by providing ongoing feedback, establishing performance expectations and by conducting performance reviews.

### **Information Systems Operator**

U.S. Army - Fort Carson, CO - January 2009 to January 2014

Installed, operated, and performed unit maintenance on multifunctional processing systems.

Assisted in the design, preparation, editing, and testing of computer programs.

Modified existing application packages using application and operating system software with appropriate computer language commands and files.

Led a 3-man Army team; responsible for their accountability, training, welfare and combat operations.

### **Infantryman**

U.S. Army - Fort Carson, CO - January 2006 to November 2011

Responsible for the request; receipt, issue and accountability of individual; organizational, installation and expendable supplies and equipment.

Scheduled and performed preventive and organizational maintenance on weapons and other sensitive items.

Recorded purchases, maintained company's database, performed physical count of inventory, and reconciled actual stock count to computer-generated reports.

Responsible for the accountability and maintenance of more than 1,300 sensitive items, totaling more than 11.5 million dollars.

## EDUCATION

### **BS in Information Systems Security**

University of Phoenix - Lone Tree, CO

2012 to 2015

## SKILLS

U.S. Army Specialized Training: Leadership Courses, Computers, Diversity, Communication, Hazardous Safety Courses, Life Savers Course, Unit Armorer School, Supply Sergeant.

## ADDITIONAL INFORMATION

Eight years of military service in the U.S. Army  
Ability to handle pressure with poise and finesse  
Problem solving and multitasking skills  
Active DOD SECRET security clearance  
AED/CPR Certified