

Jeffrey Prejean

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1212 Raintree Dr. Fort Collins, CO. 80526

Objective

Further career in customer service to quickly master all responsibilities and tasks expected within a much respected organization where I can efficiently maximize my interpersonal skills and relentless work ethic to achieve and surpass the corporate goals

Employment

Tree Climber/Arborist February 2018-Present

SavATree Fort Collins Co.

Promoted to foreman and received raise that came without asking

Arborist May 2017-November 2017

Alpine Tree Services Dillon, Co.

Left due to moving to Fort Collins to be with family

Pack/Unpack Delivery Driver February 2017-May 2017

Habitat for Humanity Dillon, Co.

Left to start exciting new career as arborist

Personal Banker February 2016-january 2017

Wells Fargo Dillon, Co.

-Greeted all customers in a warm, courteous manner and immediately started to build rapport in order to understand customer needs and know what direction to steer the interaction -

Gained vast knowledge within the banking world and progressed quickly -

Met and exceeded quarterly goals in every category earning top incentive payout each quarter

Front Office Operations February 21,2015- October, 2015

Hotel le marais New Orleans, La.

-Acting Manager On Duty for evening/morning shifts printing all reports, balancing desk and personal cashier, coordinate all departments of hotel: reservations, bellman, housekeeping, engineering, billing, and sales

-Answer all phone calls and greet arriving guests respectfully

-Acting concierge ensuring all guests' needs are taken care of including: complaint resolution, booking tours, recommending and making restaurant reservations, and extra amenities/accommodations within reason

Assistant Manager/Loan Officer February 2014- November 2014

Republic Finance, LLC Hattiesburg, Ms.

-Took loan applications, pulled credit and employment history to determine if qualified, set up appointment with qualified customers and closed loan

-Solicited by phone and in person to gain new loan business and refinance current customers; Sold insurance and other ancillary products with loan to optimize company revenue in a way to also benefit the customer

-Followed up with all collections and legal actions taken in situations when necessary

Banquet/Event Server September 2012- January 2014

Global Staffing Solutions New Orleans, La.

Education

Bachelor of Arts, Business Administration; Minor in Accounting 2008-2012
Southeastern Louisiana University Hammond, La.
-Supply Chain Management and Business Administration Organization

Skills and activities

- C Proficient in Microsoft Office: Excel, Word, PowerPoint
- C Proficient in Opera, system used for all guest information at front desk
- C Excellent written and verbal communication skills
- C Work efficiently under pressure
- C Leadership/Teamwork skills learned through participation in athletics and management programs
- C Coordinate proctoring for the NCEES FE, PE, and SE exams for engineering licensure
- C Volunteer St. Bernard Kiwanis Organization
- C Volunteer Copper Mountain Ski Races
- C Volunteer Head Coach of K-1 football Junior Rams