

Jamie Pirece

Valdez, AK 99686

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VALDEZ, AK

Authorized to work in the US for any employer

Work Experience

Purchasing Agent

Copper Valley Telecom - Valdez, AK
October 2022 to Present

Tasked with Budget Management, Cost of Goods Operation Budgets & Cost Control. Ordering all materials and supplies needed for telephone and internet for three locations spanning over 300 miles. Inventory and auditing, accounts payable processing.

Services Manager

Valdez Convention & Visitors Bureau - Valdez, AK
May 2022 to Present

Operating the functions of day-to-day business from answering e-mails and phone calls, to following up on potential members and promoting special events. Other tasks include supervising of all seasonal staff, cash handling, inventory, budgeting, forecasting. Working with other C.V.B's around the state to ensure we are all operating as one and fulfilling needs in certain places.

General Manager Consultant Advisor

Subway - Idaho Springs, CO
October 2021 to April 2022

Train and advise new and upcoming general managers in the clear creek area that represent the Subway corporation on operation procedures and processes. While teaching the core values the company is trying to achieve within their organization.

Supervisor, Retail Operations

The Green Solution - Marijuana Dispensary - Black Hawk, CO
April 2021 to April 2022

Ensuring a fun a fast paced work environment, Managing staff, writing schedules, cash handling, daily audits, weekly inventory, taking care of customers on a retail level, also answering and assessing all questions and concerns with guests and employees in store or over the phone. Teaching upsell practices, providing excellent customer service.

Retail Sales Associate

Downieville Fuel Stop - Dumont, CO
August 2020 to April 2021

Fast paced cash handling, problem solving, stocking items, marking inventory as needed, making things look presentable to customers, practicing great customer service with all requests, end of day money counting and daily audit logs.

Operations Manager

Brunswick Zone - Lakewood, CO

August 2019 to March 2020

Was in charge of all on floor and behind the scenes in a Bowling alley, working closely and second in charge to the General Manager to make sure all runs smoothly. Simple tasks include managing staff up to 30 team members, writing schedules, ordering F&B items based on pars on a weekly basis, interacting with guests, willing to jump on the floor if a team member did not show up for work either front desk, cook cocktail server, or bartender. End of the month inventory, simple mechanical fixes, cash handling and counting multiple times a day. End of day audits.

Dinning Room Manager/Beverage Manager

Mount Vernon Canyon Club - Golden, CO

October 2009 to March 2020

Started as a busboy moved up to server, then bartender, was the Dining Room Manager and Bar Manager for the last 3 years. Responsibilities included: Staff scheduling, dealing with members needs and concerns, creating new wine lists, and drink menus, bar inventory, cash handling, creating and planning new member events, making requisition sheets for all the different departments, wedding coordinating, wine dinner event planning. Also importing all new software and items into the Club Essentials system. Created spread sheets at the end of every month to look at our cost of goods to profit percentage.

Hospitality Associate

Best Western

May 2008 to October 2008

Education

Bachelor's Degree in Social Work

Metropolitan State University of Denver - Denver, CO

September 2007 to May 2012

General Education Graduated

Valdez High School - Valdez, AK

August 2003 to May 2007

Skills

- Microsoft Word, Excel, Power Point, Micros, Club Essentials, Kronos, TAI, Vector, Pixel. (10+ years)
- Event Planning
- Employee Orientation
- Bartending
- Aloha POS
- Team Management
- POS
- Restaurant Management
- Payroll

- Human Resources
- Serving Experience
- Banquet Experience
- Profit & Loss
- Guest Services
- Catering
- Leadership
- Interviewing
- Office Management
- Assistant Manager Experience
- Food Safety
- Culinary Experience
- Pricing
- Events Management
- Microsoft Office
- Purchasing
- Labor Cost Analysis
- Upselling
- Recruiting
- Retail Sales
- Personal Assistant Experience
- Busser
- Merchandising
- Restaurant experience
- Supervising experience
- Social media management
- Computer skills
- Cooking
- Operations management
- Sales Management
- Budgeting
- Operations management (6 years)
- Strategic Planning
- Forecasting
- Business Administration (6 years)
- Business management (4 years)
- Management
- Events management (6 years)

Certifications and Licenses

Hazmat Awareness/ Operations

April 2007 to Present

CPR/First Aid

May 2007 to May 2009

TIPS Certified

October 2020 to October 2024

ServSafe Manager

August 2020 to August 2021

Assessments

General manager (hospitality) — Proficient

July 2020

Solving group scheduling problems and reading and interpreting P&L statements

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

References:

Ryan Wolf - Food and Beverage Director/Executive Chef - Mount Vernon Canyon Club
[REDACTED]

Rob Ballog - District Manager - Bowlero Corporation
[REDACTED]

Kail Lennon - Operations Manager - Mount Vernon Canyon Club
[REDACTED]