Jeffery Bradford

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# Objective

Looking for a position with an organization to utilize my extensive experience in in management and education. To encourage and build future leaders in our community.

# Education

## Bachelors of Science | May 2012 | Southeastern Oklahoma state university

* Major: Recreation

# Skills & Abilities

Very comfortable using MS Office in day to day operations. I am able to manage multiple facets of business while maintain focus on a desired outcome. I have managed as many as 125 employees in different departments.

# Experience

## Restaurant manager | Parrot Beach Bar/ Oasis | April 4, 2016-August 2016

* Manages staff in assigned venue, including hiring, training, scheduling, coaching and counseling, auditing/inspecting work to ensure standards are met, promoting teamwork and inclusiveness, scheduling, conducting performance management with staff (reviews, address sub-standard performance).
* Maintain open two-way communication with restaurant chef and culinary team to plan menus; estimate food costs and profits; and adjust menus.
* Control costs by reviewing portion control and quantities of preparation; minimizing waste; ensuring high quality of preparation.
* Enforce compliance of the alcoholic beverage commission regulations.
* Respond to food service inquiries; resolve customer complaints about food quality or service.
* Maintain current job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
* Establish and uphold quality, service, and cleanliness standards that exceed guest expectations. Coordinate with Director of Hospitality and Casino General Manager to develop financial objectives consistent with Company objectives.
* Other duties as assigned by management.

## Teacher /coach | Plainview ISd | August 2015-April 2016

**Business computers**

Using Microsoft Office, taught student how to use Word, Excel, Power Point, Publisher, and Access using real world lessons that would be beneficial for college and future careers.

**Personal Financial Literacy**

* Personal Financial Literacy is designed for students to learning the ideas, concepts, knowledge, and skills will enable students to implement personal financial decision-making skills; to become wise, successful, and knowledgeable consumers, savers, investors, users of credit, money managers, and to be participating members of a global workforce and society.
* Middle School rotation is a class for all 8th grade students, this is a job readiness class to prepare them for going into the workforce. They learned how to create resumes in MS Word, the learned how to fill out applications

**Junior High & High School football**

* Responsible for Wide Receivers and Linebackers. Assisted the head coach in the day-to-day operation of the football team.
* Assisted and helped the head coach in pre-season preparation of the team. Over saw and supervised the daily practices and game day coaching for athletes.

Conducted and provided coaching session and mentoring session to student-athletes. Responsible for Loading of practice and game film to HUDL.

**Varsity Track**

* Assisted in coaching of Discus and Shot Put
* Responsible for daily practice schedule, strength and conditioning.
* Responsible for keeping of statistics of throwers to chart +/- gains through the season.

## teacher/coach | Durantisd | August 2008- July 2015

**7th & 8th grade physical education- Durant Middle School 14-15**

* Responsible for organizing games and challenges that promote physical activity among students.
* Setting goals to develop motor skills and physical development through proper exercise and eating habits using the standards set forth from the state.

**7th & 8th grade athletics- Durant Middle School 09-15**

* Responsible for Wide Receivers and Defensive Backs.
* Assisted the head coach in the preseason preparation and the day-to-day operation of the football team.
* Over saw and supervised the daily practices and game day coaching for athletes.
* Conducted and provided coaching session and mentoring session to student-athletes. Responsible for

**6th grade pre athletics- Durant Intermediate School 2014-2015**

* Responsible for taking 6th grade students who will be going in to athletic classes at the middle school level and teach them proper techniques and skills to better transition into competitive sports

**Teacher Assistant- Vision Academy 2008-2014**

* + Perform duties that are instructional in nature or deliver direct services to students or teachers
  + Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers
  + Enforce administration policies and rules governing students
  + Observe students' performance, and record relevant data to assess progress.

**Bus Driver- DISD Transportation 2008-2014**

* Transporting students to and from their homes safely.
* Drove local and out of state field trips.
* Maintains order and proper discipline of passengers; resolving disputes, documents and reports severe disciplinary cases.
* Maintain daily maintenance of bus.

## Minister | Pastor/Youth pastor | 2000-2008

* Pastor of Enos Baptist Church, Enos, Ok
* Interim Youth Pastor Fairview Baptist Church, Durant Ok
* Associate/Youth Pastor Northside Baptist Church, Mesquite TX

## Manager | Tgi Fridays | 1999- August 2001

* Responsible for every aspect of customer service.
* Duties include: training staff, greeting guests, conflict resolution, providing hands-on help to service teams, leading daily pre-shifts and regularly scheduled staff meetings.
* Established and maintained good communication and relationships with staff.
* Various accounting responsibilities including accounts receivable, accounts payable, and P&L statements.

## Food & Beverage Director | American GOlf | April 1997- December 1998

* Responsible for every aspect of customer service.
* Duties include: training staff, greeting guests, conflict resolution, providing hands-on help to service teams, leading daily pre-shifts and regularly scheduled staff meetings.
* Established and maintained good communication and relationships with staff.
* Various accounting responsibilities including accounts receivable, accounts payable, and P&L statements.
* Events Coordinator for all catering of tournaments and private events.

## Manager | Jack Astors Bar &Grill | May 1994- 1997

* Responsible for every aspect of customer service.
* Duties include: training staff, greeting guests, conflict resolution, providing hands-on help to service teams, leading daily pre-shifts and regularly scheduled staff meetings.
* Established and maintained good communication and relationships with staff.
* Various accounting responsibilities including accounts receivable, accounts payable, and P&L statements.

## Manager | TGI Fridays | November 1991- May 1994

* Responsible for every aspect of customer service.
* Duties include: training staff, greeting guests, conflict resolution, providing hands-on help to service teams, leading daily pre-shifts and regularly scheduled staff meetings.
* Established and maintained good communication and relationships with staff.
* Various accounting responsibilities including accounts receivable, accounts payable, and P&L statements.

## Corporate Trainer/Cook| Chili’s | MAy 1986- October 1991

* As a corporate trainer I traveled the country and opened new stores. I was responsible for the training of the kitchen staff through classroom teaching and hands on learning
* As a cook, I had in-depth knowledge of food processing and safety, strong ability to multi-task and handle multiple tickets, maintain a clean and safe station, and ability to operate standard kitchen equipment