

# JASON DAVID FEILEN

## EMPLOYMENT EXPERIENCE HIGHLIGHTS

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2009-Present      **Educational Technology Associates**      Prescott, AZ  
*Independent Contractor*

Responsible for filling and filing a variety of forms for proper acquisition of E-Rate funding for many school district and library clients. Also responsible for tracking of all forms, processes and communications with clients.

2008-2009      **National Bank of Arizona**      Prescott, AZ  
*Teller*

Processed a variety of transactions for clients while giving outstanding customer service. Also responsible for a range of other tasks involving excel spreadsheets and all things related to Microsoft Office.

2007-2008      **Wells Fargo Bank**      Prescott, AZ  
*Commercial Teller*

- Processed a variety of transactions for merchant clients while giving outstanding customer service. Also responsible for a range of other tasks involving daily reports and proper record retention.

2006-2007      **Celtic Crossings Pub**      Prescott, AZ  
*Bartender/Server/Manager*

- Trained staff and management on the Aloha Point of Sale system, as well as continuing maintenance to the system.

2003-2006      **Red Robin**      Prescott, AZ  
*Bartender/Server/Manager/Corporate Trainer*

- Worked into management and training, both in the restaurant, as well as opening two new restaurants as a hospitality trainer, and teaching at training seminars.

2001 - 2003      **Northern Arizona University Residence Life**      Flagstaff, AZ  
*Desk Assistant ~ Summer Conference Housekeeper ~ Resident Assistant*

- Resident Assistant ~ Counselor, advisor, and landlord for approximately 800 residents.
- Summer Conference Housekeeper ~ Lead a team to clean residence halls for quick turnarounds during the conference season.

## OTHER EXPERIENCE

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1996 - 2001      **YMCA Youth & Government**      Prescott, AZ

*News Reporter/Editor in Chief of the State Press*

- Served as Editor for four consecutive years, leading a newspaper staff located across Arizona to put out as many as eight issues in a weekend.
- Increased size and content, as well as changing the paper's format, raising the standard of the newspaper for years to come.

## PERSONAL ATTRIBUTES

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- Outstanding Work Ethic ~ Have always taken on a task with enthusiasm in order to complete it efficiently the right way, the first time.
- Organized ~ Strong organizational skills that are adaptable to many environments.
- Versatile ~ Able to work dependably as part of a team environment, as well as a leader, or even independently.
- Excellent Multi-tasking ~ Ability to work under pressure and handle stressful situations objectively and resourcefully.
- Customer Service ~ Well adept at communicating with a variety of people, maintaining a professional and personable rapport.
- Other Skills ~ Very versed with computers, from hardware troubleshooting to software including Windows, Microsoft Office, Adobe Photoshop, and Macromedia Flash. Also able to type 60 wpm with 97% accuracy.

## EDUCATION

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2001 - 2003      Northern Arizona University      Flagstaff, AZ

*Dual Major in Art Education & Visual Communications*

2006 – 2007      Yavapai Community College      Prescott, AZ

*Was working towards completion of Computer Tech & Repair Certificate*

- Achieved a 4.0 GPA for the last two semesters.
- Current Cumulative GPA of 3.8

## PROFESSIONAL REFERENCES – (AVAILABLE UPON REQUEST)

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