

JORDAN GORRELL

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OBJECTIVE

Position utilizing my background in building science, customer service, and organizational skills.

PROFILE

- Strong reading comprehension and information organization skills
- Eight years of background in customer service
- Extensive experience in all Microsoft Word programs as well as Photoshop and Rem Rate
- Outstanding administrative skills

EDUCATION

Kansas Building Science Institute **Manhattan, KS** August 2006
Energy Rater Certification

Regis University **Denver, CO** May 2006
B.A.: History Minor: Fine Arts
Honors: Deans list – Fall 2006

EXPERIENCE

Lightly Treading, Inc. **Denver, CO** August 2006 - Present
Independent Energy Rater

- Utilize REM Rate software to organize and compile data
- Coordinate efforts with project managers, construction workers and clients
- Perform customized new home energy ratings quickly and efficiently
- Perform customized existing home energy audits
- Set appointments, assist clients and troubleshoot client problems.

NJK Design **Morrison, CO** January 2006- Present
Administrative Assistant - Part-time

- Utilize all Microsoft Word programs for data entry, billing, and processing.
- Perform filing duties
- Set appointments, assist clients and troubleshoot client problems.

Lightly Treading, Inc. **Denver, CO** January 2006 - August 2006
Intern

- Assisted in customized existing home energy audits
- Performed filing duties
- Appointment setting and calendar maintenance

Home Depot **Broomfield, CO** April 2004 - Present
Cashier & Customer Service Representative -Part-time

- Demonstrate excellent customer service
- Accurate cash management and register work

