

# JORDAN RUELAS

2750 Stonecreek Dr, 221 Sacramento CA 95833 C: 925-522-9771 Ruelasjordan95@gmail.com

## Highlights

- Disciplined
- Fast Learner
- Strong work ethic
- Great attention to details
- Client-focused
- Computer proficient
- Objective
- Work well under pressure
- Bilingual (English & Spanish)

## Summary

Highly motivated collegiate athlete with an entrepreneurial mindset

Performance driven with extensive sales and client-focused experience

Flexible and open to criticism or advice from peers

Goal oriented and focused on achieving success both in the classroom and on the job

## Experience

<b>Owner</b> <b>Anytime Notary</b> <ul style="list-style-type: none"><li>• Notarizing legal documents verifying identification</li><li>• Specialty-trained for all seller/buyer documents affecting real property</li><li>• Refinances, HELOC, Reverse Mortgages, Loan Modifications, etc</li><li>• Anytime-notary.net</li></ul>	<b>11/2018 to Current</b> <b>Sacramento, CA</b>
<b>Project Engineer Intern</b> <b>Otto Construction</b> <ul style="list-style-type: none"><li>• Coordinating and assisting with all phases of Construction</li><li>• Setting and maintaining an electronic file system for all documents</li><li>• Reviewing and updating of drawings, Submittals, RFI's, etc.</li><li>• Preparing weekly meetings with Owners/Designers</li><li>• Scheduling of various contracts and materials</li></ul>	<b>06/2018 to Current</b> <b>Sacramento, CA</b>
<b>CSA</b> <b>Men's Wearhouse</b> <ul style="list-style-type: none"><li>• Working directly with customers helping coordinate their wedding apparel</li><li>• Problem solving and improvisation in a fast-paced environment</li><li>• Listening to each customer working on behalf of their own interest</li><li>• Providing a personal experience to help each customer love how they look</li></ul>	<b>08/2017 to 06/2018</b> <b>Sacramento, CA</b>
<b>In-Home Sales Consultant</b> <b>Canopy Energy</b> <ul style="list-style-type: none"><li>• Representing each client with their best interests and goals as priority</li><li>• Taking leads and discussing with homeowners about going solar/renewable upgrades</li><li>• 3-4 hour long appointments</li><li>• Great experience with one of the highest levels of sales and negotiating</li></ul>	<b>02/2016 to 11/2017</b> <b>Concord, CA</b>
<b>Construction Laborer</b> <b>Habitat For Humanity</b> <u>Volunteer</u> <ul style="list-style-type: none"><li>• Occasional volunteer helping build residential developments</li><li>• A company who restores and builds home developments throughout the Bay Area.</li><li>• Experience in handling power tools and performing basic construction</li></ul>	<b>10/2015 to 08/2017</b> <b>East Bay, CA</b>

## Education

Bachelor of Science: Construction Management/Business Administration  
Sacramento State

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