

# Jesse Frewerd

• Milwaukee, WI • 53202

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## SKILLS

Motivated self-starter who is able to learn new tasks quickly and adapt easily to changing situations. Exceptional ability to multi-task as well as remain flexible while on the job. Resourceful and reliable; can perform consistently under strenuous work conditions.

Proficient in Microsoft Office products, administrative functions, scheduling, supply and ordering, logistics, event planning, marketing

## EXPERIENCE

### Site Manager | Dryhooch | January 2016-Present

Responsible for leading all team members in the efficient and profitable operation of the coffee shop; manage day to day operations. Provide Peer Support to veterans as needed. Project manager for QRF (Quick Reaction Force) app, a \$750,000 grant in partnership with the Medical College of Wisconsin. On the planning committee for our annual Salute to Service 5k which brought over 160 runners in 2016. On planning and marketing committee for Project 22 and UWM Vet Ball which will reach well over 400 veterans in the Milwaukee area.

### Manager | Edgewater Real Estate | February 2015-Present

Supervise the general administrative functions of a 29 unit building. Arrange showings, interview potential renters to discuss leasing and property rules, arrange any needed repairs, look after grounds keeping, answer complaints and concerns from tenants, create budgets and make sure the building complies with all laws.

### Human Resource Assistant | Department of Veteran Affairs | April 2014-January 2016

Process a variety of complex official personnel actions using multiple HR Information systems. Ensure all information systems are updated accurately and timely. Establish and maintain Electronic Official Personnel Folders. Process and code all losses to the Milwaukee and Madison hospitals including terminations, retirements, resignations, transfers, and any fee-basis actions.

## VOLUNTEER EXPERIENCE OR LEADERSHIP

Veteran Outreach Director with Team Red, White, and Blue.

Veteran's Committee member of Three Holy Women Parish.

Warrior Partnership member

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## EDUCATION

Bachelor of Science in Business Administration  
Northwestern State University | December 2009