

BRIAN BOURGERIE

138 Viking Dr. Apt. 9 Rexburg, ID 83440
612.636.5710 | bourgerie7@gmail.com
www.bizlearning.weebly.com

EDUCATION *Bachelor of Science in Business Management* Sept. 2010-Present
Brigham Young University–Idaho, Rexburg, ID

- Emphasis in Finance
- Minor in Human Resources and Entrepreneurship
- Anticipated Graduation: Apr. 2013

EXPERIENCE *Senior Manager* Apr. 2009-Present
JB Window Cleaning LLC, Minneapolis, MN

- Managed 2 crews of 3-6 employees to ensure quality work and customer satisfaction
- Communicated with clients daily to decide work projects and resolve any concerns
- Continually trained employees on policies, procedures, problem solving, and efficiency
- Oversaw scheduling, employee efficiency, and payroll
- Handled material purchasing—order placements, in-person selections, and pick-ups

Full-Time Volunteer Representative Feb. 2007-Mar. 2009
The Church of Jesus Christ of Latter-day Saints, Montevideo, Uruguay

- Supervised, instructed, and accounted for 12-20 volunteers on a daily and weekly basis
- Analyzed team statistics and developed teaching methods to achieve group goals
- Trained one-on-one to establish base understanding of procedures and customs
- Taught English in multiple institutions and small groups

Sales Oct. 2005-Feb. 2007
Best Buy, Blaine, MN

- Willingly and patiently helped customers have a satisfying experience
- Completed all assigned tasks in a timely manner
- Worked closely with employees and management to satisfy work demands

Manager May 2004-Feb. 2007
J&P Windows LLC, Minneapolis, MN

- Lead a team of 3-8 co-workers daily and helped team meet work demands
- Communicated with clients to create work projects and resolve concerns
- Trained staff on policies and procedures

Customer Service Jun. 2003-May 2005
Beach's Long Lake Service, New Brighton, MN

- Prepared place of business for satisfactory customer interaction
- Handled monetary and other transactions
- Utilized troubleshooting and problem solving skills
- Anticipated and met customer needs

SKILLS *Language*

- Fluent in reading, writing, and speaking Spanish

OTHER EXPERIENCE *Youth Counselor/Instructor* Jun. 2010-Aug. 2010
Especially For Youth, St. Peter, MN

Advisor for Student Mentors Sep. 2004-May 2006
Spring Lake Park Senior High, Spring Lake Park, MN

Youth Advisor Sep. 2003-Jun. 2005
Anoka County Youth Advisory Council, Blaine, MN