

# Jared Nettik

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## Professional Summary

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Highly motivated and experienced professional with a proven track record of success. Possesses excellent communication, leadership, and problem-solving skills. Adept at managing multiple projects simultaneously and delivering high-quality results on time. Strong analytical and technical abilities. Seeking to bring value to any avenue through my expertise and dedication.

## Work Experience

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### **Assistant Manager**

Super 8 Hotel-Pocatello, ID

2024 to 2025

- Managed a team of front desk agents, housekeeping staff, and maintenance personnel to ensure smooth operations of the hotel.
- Assisted in managing room inventory and revenue, ensuring optimal occupancy rates and profitability.
- Conducted guest satisfaction surveys and analyzed feedback to identify areas for improvement.
- Coordinated with vendors and suppliers to maintain high-quality service standards and manage costs.
- Developed and implemented marketing strategies to attract new guests and increase repeat business.
- Managed the hotel's budget, ensuring compliance with financial goals and objectives.
- Assisted in managing reservations and bookings through various channels such as online booking engines and travel agencies.
- Coordinated with security personnel to ensure guest safety and maintain a secure environment.
- Perpetuated relationships with local businesses and organizations to promote the hotel's offerings and establish partnerships.

### **Laboratory/Field Technician**

The Reference Labs-Portland, OR

2018 to 2024

- Conducted field sampling and analysis of environmental samples, such as air, water, soil, and waste.
- Operated and preserved laboratory equipment, including gas chromatographs, mass spectrometers, and other analytical instruments.
- Interpreted data from laboratory tests and reported findings to supervisors and clients.
- Assisted in the development of new testing methods and protocols to improve accuracy and efficiency.
- Collaborated with cross-functional teams, including environmental scientists, engineers, and technicians, to develop and execute project plans.
- Maintained accurate records of laboratory tests and data, following established quality control procedures.
- Communicated effectively with clients and stakeholders, providing updates on project progress and test results.
- Participated in ongoing training and professional development opportunities to stay up-to-date on industry trends and best practices.

- Ensured compliance with regulatory requirements, including permits, certifications, and quality assurance standards.
- Collaborated with accreditation bodies to maintain laboratory accreditation status, ensuring adherence to international standards and best practices.
- Developed and implemented internal controls to monitor and report on compliance with organizational policies and procedures.

### **Front Desk Agent/Night Auditor**

Rodeway Inn-Pocatello, ID

2017 to 2018

- Greeted guests upon arrival, ensuring a warm welcome and providing excellent customer service.
- Assisted with check-in and check-out processes, including handling cash transactions and maintaining accurate records.
- Provided information on hotel amenities and local attractions to help guests plan their stay.
- Responded promptly to guest inquiries and concerns, demonstrating strong problem-solving skills.
- Conserved a clean and organized front desk area, including restocking supplies and ensuring that all necessary documents were up-to-date.
- Collaborated with other hotel staff members to ensure smooth operations and provide exceptional guest experiences.

### **Front Desk Agent/Night Auditor**

Super 8 Hotel-Pocatello, ID

2015 to 2017

- Assisted guests at the front desk, handling check-ins, check-outs, and other inquiries.
- Maintained accurate records of guest transactions and room occupancy.
- Monitored inventory levels and reported any discrepancies or issues to management.
- Responded promptly to customer complaints or concerns, ensuring a positive experience for guests.
- Assisted with the organization and maintenance of front desk supplies and equipment.

### **Residential Habilitation Specialist**

Belmont Management-Pocatello, ID

2011 to 2015

- Experience working with individuals with developmental disabilities and their families to provide support and guidance in daily living skills, such as communication, socialization, and self-care.
- Knowledge of evidence-based practices and strategies for supporting the needs of individuals with developmental disabilities, including positive behavior supports, functional analysis, and skill acquisition techniques.
- Strong organizational and time management skills to effectively manage multiple clients and tasks simultaneously.
- Ability to communicate clearly and effectively with clients, families, and other professionals involved in their care.
- Familiarity with relevant laws and regulations related to the provision of services for individuals with developmental disabilities, including HIPAA and Medicaid waivers.
- Experience working collaboratively with cross-functional teams, such as therapists, educators, and other healthcare professionals, to provide comprehensive care for clients.
- Strong problem-solving skills to identify and address challenges faced by clients and their families in accessing services and support.

### **Guest Service Representative**

Hollywood Video-Pocatello, ID

2009 to 2011

- Greeted customers and provided assistance in selecting videos or games.

- Sustained cleanliness and organization of store shelves and inventory.
- Assisted with checkout and payment processing.
- Handled customer complaints and issues promptly and professionally.
- Promoted new releases and special deals to customers.

### **Busser/Dishwasher**

Sizzler-Pocatello, ID

2008 to 2009

- Operated and utilized dish washing equipment, ensuring cleanliness and sanitation standards are met.
- Followed proper food handling procedures to prevent cross-contamination and maintain food safety.
- Assisted in setting up and breaking down tables and chairs for customers.
- Greeted customers with a friendly smile and provided excellent customer service.
- Worked efficiently and effectively as part of a team, following instructions from supervisors and colleagues.

## Education

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### **High school diploma**

Century High School-Pocatello, ID

2002 to 2006

## Skills

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- Attention to detail
- Video production
- Research
- Information management
- Mentoring
- Inventory control
- Marketing
- Sentiment analytics
- Creativity
- Critical thinking
- Editing
- Talent acquisition
- Cash handling
- Budgeting
- Problem solving
- Strategic management
- Project management
- Content strategy
- Content development
- Stocking

- Probabilistic risk assessment
- Microsoft Office
- Customer service
- Social media strategy
- Information security
- Video editing
- Benefits administration
- Writing skills
- Leadership
- Teamwork
- Public relations
- Multitasking
- Accounting
- Administrative experience
- Graphic design
- Content marketing
- Purchasing
- Conflict management
- Strategic planning
- POS
- Content creation
- Human resources
- Employee evaluation
- Financial auditing
- Driving
- Communication skills
- Cybersecurity
- Content management
- Problem management
- Sales
- Cashiering
- Compliance management
- Social media management
- Change management
- Employee relations
- Inventory management
- Competitive content audit
- Delegation
- Branding
- Audio and Video Processing

- Time management
- Financial management
- Adaptability
- Photo editing
- Training & development
- Data analytics
- Project leadership
- Quality assurance
- Organizational skills
- Social media marketing
- Social listening

## Additional Information

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As I reflect on my work history journey, I realize that each position has taught me valuable skills and talents that have helped me grow both personally and professionally.

Starting out as a Busser Dishwasher at Sizzler was challenging but rewarding. It taught me the importance of hard work, attention to detail, and multitasking. I had to balance cleaning dishes with serving customers efficiently while maintaining a friendly demeanor. This experience allowed me to develop strong communication skills and the ability to work well under pressure.

Next to Hollywood Video as a Guest Serve Representative was an entirely different experience. It taught me how to interact with people from all walks of life, providing excellent customer service, and problem-solving skills. I learned how to handle difficult customers and navigate challenging situations while maintaining a positive attitude. Upholding efforts here also assisted me in evolving my communication skills further while learning how to work well in a fast-paced environment.

Working as a Residential Habilitator at Belmont Management was one of the most rewarding experiences of my career. It taught me patience, empathy, and understanding towards people with disabilities. I learned how to create individualized care plans for each client, communicate effectively with their families, and provide emotional support when needed. These duties also aided me to flourish strong leadership skills as I had to manage a team of caregivers while ensuring that our clients received the best possible care.

As a Front Desk Auditor at Super 8 Hotel, I learned how to handle customer complaints, resolve issues quickly, and maintain a positive attitude even in stressful situations. It taught me how to work well under pressure, multitask effectively, and provide excellent customer service. This occupation also served me to procure my communication skills in-depth and learn how to work well with people from different backgrounds.

Then working as a Front Desk Agent at Rodeway Hotel was another challenging but rewarding experience. It taught me how to provide exceptional customer service, manage multiple tasks simultaneously, and work well under pressure. These tasks administered my communication skills even further and learn how to handle difficult customers with empathy and understanding.

Employed as a Field Technician at The Reference Labs the Environmental Accreditation Laboratory was an exceptional experience for me. It taught me how to use specialized equipment, analyze data

accurately, and communicate effectively with clients. The profession also supported me in developing my problem-solving skills further and learn how to work well in a team environment.

Moving on to the role of assistant manager at Super 8 Hotel was challenging but rewarding. It taught me how to manage a team effectively, delegate tasks efficiently, and ensure that our guests had an excellent experience. This placement also guided my leadership skills further as I learned how to handle difficult situations with grace and professionalism.

In conclusion, each job I have held has taught me valuable skills and talents that have helped me grow both personally and professionally. From hard work and attention to detail to effective communication and leadership, these experiences have shaped me into the person I am today.