

## Odean H. Taylor

5007 W. Center Street Milwaukee Wisconsin, 53210

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### EDUCATION & CERTIFICATIONS

Shorewest Real Estate Institute  
Licensed Realtor, Milwaukee, WI

10/2001

### RELATED QUALIFICATIONS

- People Management, Foster Teamwork, Customer Service, Developing Budgets, Management Proficiency, Multi-tasking, Resolving Conflict, Verbal Communication, Financial and Strategy Planning

### WORK EXPERIENCE

**Owner**

08/2011 to present

Jay's Uptown Café

- Accomplishes restaurant human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
- Manage all delivery processes, including checking in orders, storage, stock rotation, security, loss investigation and staff training
- comply with all health and safety legislation

**Absolute Trucking (Owner)**

Milwaukee, WI

10/2011 to 10/2013

- Direct activities related to dispatching, routing, and tracking transportation vehicles
- Promote safe work activities by conducting safety audits, attending company safety meetings, and meeting with individual staff members
- Monitor operations to ensure that staff members comply with administrative policies and procedures, safety rules, and government regulations

**Andrea and Associates**

Real estate agent, Milwaukee, WI

10/2001 to Present

- Present purchase offers to sellers for consideration
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services.
- Confer with escrow companies, lenders, home inspectors, and pest control operators to ensure that terms and conditions of purchase agreements are met before closing dates.
- Coordinate appointments to show homes to prospective buyers
- Locate and assess undeveloped areas for building sites, based on evaluations of area market conditions.