

# O'DEAN TAYLOR

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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; communication 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 prevention and staff training
- Comply will 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 & Associates**  
Real Estate Agent, Milwaukee, WI

10/2001 to present

- Present purchase offers to sellers for consideration
  - Promote sales of properties through advertisement, open houses and participation in multiple listing services
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- 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

## Community Involvement

**Business Improvement District- 39**

2014 to present

Treasurer

- Banking, financial reporting, book and record keeping
  - Help to build common agendas and recognize the needs and interest of the corridor.
  - Marketing & Advertisement
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