



Bradford D. Bohrer

*4325 NE Halsey #14
Portland, OR 97213*

M 503.347.2005

bdbunit@gmail.com

SUMMARY

PROJECT MANAGEMENT. I am able to define, communicate, and fulfill project goals and break complex issues into manageable parts for project teams. I am extremely adept at multitasking and time management. As a Project Manager, I have satisfied the demands of clients, consultants, and project teams- and consistently met or exceeded goals.

MOTIVATION AND EXPERIENCE. I am a highly motivated and well rounded professional. My experiences provide me with skills for managing diverse situations, preparing concise materials, and engaging programming. As an event planner and producer, I am driven by innovative ways to generate thoughtful programming and increase engagement with diverse communities, donors, clientele and colleagues.

EXPERIENCE

Bartender
Park Kitchen

EDUCATION

**Bachelor of Arts in Fine and Performing Arts,
Fine and Studio Arts
Management**
Portland State University
Portland, OR 2001

Masters Coursework:
City Planning: Sustainable Transportation.
Conflict Resolution.
Portland State University
Portland, OR 2008

SKILLS

Ability to educate, task and deliver complicated projects. Demonstrate success in communicating with clients,

Portland, Oregon, 2014 – 2015

- Training and managing newly hired staff.
- Wine buyer.
- Provide fine dining service for the 160-person capacity fine-dining restaurant and bar, with an average of 100 guest per evening.
- Presentation of regional and seasonally focused menu, including craft cocktails, a diverse wine selection, with an emphasis on local wine and food pairings.

Wine Buyer and Sales/Service Manager

New Seasons Market

Portland, Oregon, 2010 – 2014

- Beer and wine purchasing for retail display and back stock of over two hundred beer brewers and over five hundred individual wine producers.
- Leading sales and driving profit margin increasing department sales revenue up thirty percent within two years of joining the team.
- Coordinator for scheduling purveyor demonstrations, departmental-customer product education.
- Customer consultation for food and beverage pairings.
- Responsible for daily retail restock and monthly inventory.
- Developing and leading collaboration of various sales departments pairing separate sample products to boost overall sales by twenty eight to thirty percent on average.
- Supervising co-workers, assisting customers, effective at finding solutions for customer concerns and complaints.
- Reducing workplace accidents by twenty three percent and divisional storage congestion by coordinating and negotiating with department managers, upper management and Safety Team Committee.

Project Manager and On-site Supervisor

Phresh Organic Catering

Portland, Oregon, 2007- 2010

consultants and employees from diverse backgrounds.

Proficient in Microsoft Office 2008, Microsoft Access, Excel, PC and Mac operating systems, and Knowledgeable in Adobe Creative Suite (Photoshop, Indesign and Illustrator) and FormZ.

REFERENCES

Valentina Jude Warner
(206) 499-8116

Britta Nelson
(503) 577-6828

Wil Stasney
(503) 380-0409

- Setting clear expectations and goals for project teams.
- Developing, implementing and training staff for business trademark presentations and style effects.
- Building and delegating work plans, communicating progress to account executives. Screening and recommending design element requirements for catering events.
- Researching and defining job specifications to fill project resource needs.
- Guiding work from client needs and ideation to goals and delivery.
- Establishing relationship with on-site facilitators and strategize operations teams, floor staff support, resolving client concerns, and effectively communicating between the Chef and floor staff.
- Tracking progress against timeline, milestones and budget, revise as needed.

Server

Veritable Quandary

Portland, OR 2000-2003

UNION

Seattle, WA, 2003-2005

Fenouil

Portland, Oregon, 2005- 2007

- Providing and supporting fine dining service in small boutique restaurant with 100 person capacity to neighborhood bistros with 300- person capacity fine-dining restaurant and bar with an average of 150- 500 guests per evening respectively.
- Leading wine sales and wine education.
- Wine and food pairing consultant to clientele and floor staff during service.

General Manager and Wine Steward

Coppia

Portland, Oregon, 2004- 2005

- Wine purchasing, meeting with all purveyors, providing staff education via daily wine training, floor wine sales and service.
- Creating, drafting and developing the initial business brand a year prior to opening.
- Developing marketing and media plan.
- Hiring the chef and support staff.
- Accountable for daily restock, monthly inventory, and maintenance of a list featuring 200-300 labels.
- Primary duties during service of 60-80 daily covers including floor staff support, resolving guest concerns, and effectively communicating between the Chef and floor staff.

Popular Music Board

Interim Director, Lighting Design, Sound Technician

Portland State University

Portland, OR 1998- 2000

- Managing and Coordinating the design, process, and the delivery of: marketing/print materials, sponsorship packages, and collateral materials for PSU Popular Music Board.
- Coordinating live music performance programming at PSU campus indoor and outdoor venues to better serve and represent over 2,000 university and public musicians and related professionals in the Portland metro area.
- Work with committees to develop numerous performance opportunities: while considering timelines, resources, marketing efforts, and project budgets.
- Participating in fundraising and developing programming activities such as sponsorship drives, and public events coordination.
- Coordinating and curate lighting and sound equipment for performances and special events.

College of Liberal Arts And Sciences

Administrative Associate

Portland State University

Portland, OR 2000

- Providing student services and relations.
- Accounts Payable/Receivable.

- Telephone reception for faculty, degree counselors and staff.
- Filing and data archiving.
- General accounting.
- Computer Operations: PC and Mac platforms.
- Office equipment operation.
- Problem solving.

Front Office Manager

R. Joseph's Spa

Portland, OR 1995- 1996

- Coordinating with spa manager on daily activities and guest schedules.
- Monitoring staff providing spa services and responded to guest issues. Ensuring compliance with health and safety codes.
- Assisting with hiring of service technicians to repair and maintain spa facilities.
- Tracking inventory of spa products and placing orders when necessary.
- Ensuring cleanliness throughout spa.
- Handling guest issues in a courteous manner.
- Tracking reservations and working with marketing team to attract more guests.
- Preparing staffing schedules.
- Developing promotional strategies.
- Preparing invoices and purchase orders.
- Responding to guest inquiries.
- Inspecting spa facilities and oversaw employee work.
- Maintaining reservation logs, rescheduling reservations and handling cancellations separately for thirty five to forty professionals.