

Jobe Gator

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EDUCATION

University of Houston-Downtown, Marilyn Davies College of Business, Houston, TX

Master of Business Administration, May 2025

Concentration: Human Resource Management

G.P.A.: 3.0

Mays Business School, Texas A&M University, College Station, TX

Bachelor of Business Administration in Finance, December 2020

G.P.A.: 3.5

RELEVANT COURSEWORK

Labor and Employee Relations

Talent Management

Strategic HRM

Talent Acquisition

Compensation and Benefits

PROJECTS

- Researched and analyzed data on Employee Turnover at Service Corporation International
- Revised and updated Employee Separation and Personnel Action Request Forms
- Completed several case studies focusing on a variety of workplace issues to determine disciplinary actions
- Analyzed actual discrimination cases, found backing pattern and defended position against opposing class team

EMPLOYMENT HISTORY

Human Resources Intern

June 2013 – Present

Marathon Oil, Houston, TX

- Trained 25-member management team on interviewing techniques and best practices, conducting workshops and one-on-one coaching sessions that contributed to sound hiring decisions
- Developed company's first-ever standardized disciplinary procedures and tracking system, with colleague, that insulated company from legal risk and ensured consistent and fair discipline processes
- Devised creative and cost-effective incentive and morale-boosting programs (including special events and a tiered awards structure) that increased employee satisfaction and productivity
- Reworked new-hire orientation program to include HR information and company resources

General Manager

January 2008 – June 2013

Hotel Intercontinental, Houston, TX

- Directed marketing efforts to increase retail business, oversaw budget and profit & loss statements, proactively developed new business opportunities, and set goals for all retail and motel departments
- Initiated computerized billing and reservations systems, conducted regular audits and oversaw cash management, and maintained inventory control with quarterly and monthly cycle counts
- Supervised assistant managers and hourly staff, including hiring, scheduling, and developing team members and conducting regular performance appraisals

ACTIVITIES

- UHD Society for Human Resource Management (SHRM), President, Fall 2022-present

SKILLS

- PHR and SHRM-CP Certified
- Microsoft Excel, Access, Word, PowerPoint, Outlook, Java, Photoshop
- Fluent in Spanish