**Diego Jordan**

927, Dutch ST,

Middletown, DE, 32895

(820) 871- 7246

deigo.jordan@email.com

**Objective:** To utilize my managerial skills for the efficient organization of tours by working with a tour company.

**Experience Summary:**

* Handled various aspects of professional tour management wherein coordinated various activities and managed sub-ordinates
* Acted as liaison officer wherever required and showed excellent negotiation skills
* handled tasks related to everyday expenses, and show settlements

**Professional Experience:**

**Production Manager, July 20XX to Present**

ABC Tours, New Jersey

* Handled every aspect of the road tour such as budget, hiring crew, visas, freight, and hotel accommodations
* Was in-charge of any problem resolution
* Handled all security issues and acted as a liaison officer for labor unions.
* Supervised a team of people inside the organization

**Production Manager Assistant, July 20XX to August 20XX**

Music Group Tours, New Jersey

* Managed the touring budget and security for tours
* Handle various aspects of the tours such as accommodation, food and entertainment
* Ensured that every requirement of the touring music group was catered to and received applause for well-handled tour

**Education**

20XX - 20XX James College, New Jersey

* Completed a Bachelor's Degree in Public Relations

**References**

Furnished upon request.