

Jordan Cardenas

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Summary

Experienced coder with a strong foundation in both front-end and back-end development, currently enrolled in a full-stack coding program. Skilled in HTML, CSS, JavaScript, Node.js, React, and SQL, with hands-on experience using various frameworks and libraries to build scalable and efficient applications. Detail-oriented problem-solver with a passion for delivering solutions that meet end-user needs. Seeking opportunities to contribute to innovative projects and gain real-world experience in the field of software development.

Experience

Micro Mechanics Engineering | Morgan Hill, CA

Material Handler | 11/2022 - 02/2023

- Building products on the assembly line according to drawings, instructions, or schematics.
- Following established safety and efficiency procedures to ensure that operations run smoothly.
- Inspecting assembled products for any faults or defects.
- Loading product pieces slated for assembly onto the line and packing assembled products into boxes for storage.
- Stopping the assembly line and halting production if machinery fails or a major defect is detected.
- Maintaining a record of mechanical repairs and adjustments.
- Reporting incidents, faulty operations, or product imperfections on the assembly line to management.

Stanford University | Stanford, CA

Administrative Assistant | 10/2021 - 10/2022

- Work with excel and Google sheet
- Provide exceptional customer service experience to all members, non-members and users of the facility
- Enrolling new members and assisting current members with their queries
- Greeting members and users of the gym as they come through reception
- Checking in members and verifying memberships
- Registering prospective members and guiding them to the correct person
- Providing information on classes and availability
- Handling questions about cancellation of membership
- Ensuring that adequate stocks of information, packs and leaflets are available at reception for interested parties
- Ensuring the safety and security of visitors, members and staff at all times and taking a responsible attitude towards maintaining the premises and facilities of the Fitness Center
- Serving customers, taking money for activities and accurately accounting or transactions at the end of each shift
- Welcoming members and visitors to the gym and providing accurate information concerning programs and activities
- Creating an excellent first impression of the gym by providing a warm welcome, tidy appearance and pleasant manner at all times
- Handling telephone enquiries, recording messages from incoming calls and transferring calls
- Maintaining a clean and tidy environment, both behind and in front of the counter

- Recording and keeping clear and accurate records of all queries, complaints, lost property and repairs and ensuring the information is delegated to, and resolved by, the relevant department
- Cashing up and banking at the end of each shift and ensuring that shifts are balanced accurately completing relevant documentation

Skills

Communication skills, Time management, Computer literacy, Front-End Development, JavaScript, MySQL, JQuery, React.js

Education

University of California, Berkeley Extension | Berkeley, CA
Coding | 06/2023

Currently completing courses in a full-time coding program.

Santa Barbara City College | Santa Barbara, CA
Business Administration | 05/2019

Links

Linkedin: <https://www.linkedin.com/in/jordan-b-cardenas/>

Github: <https://github.com/408broncos>