

Jordan Triplett

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Education

University of North Carolina at Charlotte

FULL-STACK DEVELOPMENT CERTIFICATE IN COMPUTER SCIENCE

Charlotte, NC

July 2020 – October 2020

University of North Carolina at Charlotte

BACHELOR OF SCIENCE IN PSYCHOLOGY

Charlotte, NC

August 2014 – December 2018

University of North Carolina at Charlotte

VIDEO PRODUCTION UNDERGRADUATE CERTIFICATE IN FILM STUDIES

Charlotte, NC

August 2014 – December 2018

Experience

Wells Fargo Bank, N.A.

PHONE BANKER

Charlotte, NC

April 2019 – June 2020

- Consistently provide customers an exceptional experience on inbound calls
- Process complex transactions and perform research to resolve complex customer inquiries
- Interact effectively with internal and external partners and clients/customers
- Navigate multiple computer systems, applications, and utilize search tools to find information

Triplett Financial Services

ADMINISTRATIVE SUPPORT

Charlotte, NC

January 2015 – April 2019

- Review and assess workflows regarding new client intake
- Help clients implement efficient strategies
- Host client meetings to present relevant qualitative information

Francis White Photography

CREATIVE ASSISTANT/VIDEOGRAPHER

Charlotte, NC

August 2014 – Present

- Provide creative advice
- Package different types of media for client showcase
- On site photography/videography

Noodles & Company

CREW MEMBER - COOK

Charlotte, NC

December 2017 – November 2018

- Make collaborative efforts to make final product in a fast-paced environment
- Trained new employees
- Operated store opening/closing procedures

Skills

Excellent Video Editing:

Adobe Premiere Pro CC, Adobe After Effects CC

Excellent Photography/Graphic Design Editing:

Adobe Photoshop CC, Adobe Lightroom 5

Proficient in Microsoft Office including:

Word, Excel, Powerpoint

Excellent written and verbal communication skills:

Email, Presentations, Etc.

Working knowledge of:

HTML, Java, Javascript, CSS, Git

Awards & Accomplishments

May 2017 -
May 2018

Chancellor's List, Recognizes undergraduate students with outstanding records of academic performance. A full-time student must earn a GPA of at least 3.8 in 12 or more semester hours of credit graded A, B, or C, with no grade less than C.

University of North
Carolina at
Charlotte

July 2018

Employee of the Month, Recognizes an employee for their hard work, dedication, and over-the-top effort while serving at Noodles and Company.

Noodles &
Company