Jordan **Triplett**

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Education

University of North Carolina at Charlotte   *Charlotte, NC*
FULL-STACK DEVELOPMENT CERTIFICATE IN COMPUTER SCIENCE   *July 2020 – October 2020*

University of North Carolina at Charlotte   *Charlotte, NC*
BACHELOR OF SCIENCE IN PSYCHOLOGY   *August 2014 – December 2018*

University of North Carolina at Charlotte   *Charlotte, NC*
VIDEO PRODUCTION UNDERGRADUATE CERTIFICATE IN FILM STUDIES   *August 2014 – December 2018*

Experience

Wells Fargo Bank, N.A.   *Charlotte, NC*
PHONE BANKER   *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   *Charlotte, NC*
ADMINISTRATIVE SUPPORT   *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   *Charlotte, NC*
CREATIVE ASSISTANT/VIDEOGRAPHER   *August 2014 – Present*
- Provide creative advice
- Package different types of media for client showcase
- On site photography/videography

Noodles & Company   *Charlotte, NC*
CREW MEMBER - COOK   *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, MySQL, Sequelize, MVC

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*