

Jordan Williams

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Summary

Efficient team member dedicated to providing organized and effective support where needed. I'm very responsible and determined to create a safe and fun working environment.

Work Experience

Owner/CEO

Lenair Auto Detailing (seasonal)

5/20 to Present

Brandywine, MD

- Clean vehicle interior/exterior.
- Operate buffers, vacuums, and other equipment to meet service expectations.
- Manage inventory and reorder supplies.
- Respond to client inquiries and fulfill their requests.

Team Member

Shoe City

3/21 to 7/21

Brandywine, MD

- Greeter
- Cashier reconciled cash and credit transactions.
- Restock inventory as shipments arrive.
- Assist customers with shoe sizing and selections.
- Answer phones for customer service assistance.

Team Member

Chick-fil-A, Inc.

9/20 to 3/21

Brandywine, MD

- Cashier reconciled cash and credit transactions.
- Cleaned and sanitized workstations and maintained state health regulations.
- Stocked stations with supplies and equipment.
- Welcomed and greeted customers.
- Took orders and brought food out to guests.
- Restocked products as needed.
- Completed all side work and extra duties as required.

Server.
Harmony at Waldorf.

6/24 to Present
Waldorf, Md

- Maintain a clean, orderly and safe dining room and service area.
- Prepare dining room and service areas before each meal.
- Serve residents and guests as they arrive in the dining room at serving times.
- Buss tables during meals.
- Clean and reset dining room after each meal.
- Clean and organize service area after each meal.
- Store and label food properly for infection control.
- Record meal counts after each meal.
- Clean equipment and work areas according to schedule.
- All other duties as assigned by Culinary Director/Chef/Lead Cook or Executive Director.

Education

Bowie State University, computer technology major, (Class of 2025)
Gwynn Park High School, Brandywine, Maryland
Graduation, June 2021
Accumulative GPA 3.3

Skills

- Responsible
- Great Time Management
- Cash Handling
- Organization Skills
- Honest
- Consistent
- Operate Microsoft word.
- JavaScript experience.
- HTML 5 experienced
- Computer hardware