# **Jordan D. Richardson**

**401 S. Emporia 316-265-5211 ext. 208**

Wichita, KS 67202 **wwrf.jrichardson@outlook.com**

Sales Associate / Line Cook / Prep Cook / Plastic Welder / Warehouse Worker

SUMMARY OF QUALIFICATIONS

* Proven retail sales ability
* Strong communication and interpersonal skills
* Excellent listening skills and attention to detail
* A hard worker who maintains a positive attitude
* Extremely dependable, accurate, and punctual
* Works well alone or as part of a team
* Good computer and typing skills
* Honest and trustworthy

**INDUSTRIAL EXPERIENCE**

* Preformed quality control and inspected products for defects
* Heat welded plastic parts together using a torch to repair tarps
* Observed machine operation to detect malfunctions

**WAREHOUSE EXPERIENCE**

* Received, stored and issued materials from the warehouse to fill orders and requisitions
* Stored, packaged and inventoried items as they arrived to be stored in the warehouse
* Investigated discrepancies in inventory and adjusted for errors

WORK HISTORY

* Aramark Prep Cook Stockton, KS 9/2015 – 7/2016
* Prepared large quantities of food in a commercial kitchen
* Thoroughly cleaned and sanitized to ensure a safe work environment
* Charter Matrix Plastic Welder Salina, KS 5/2015 – 9/2015
* Repaired plastic tarps using a heat welding gun
* Tested and checked to final work to ensure a complete repair
* Russell Stover Warehouse Worker Abilene, KS 4/2014 – 11/2014
* Helped production workers by raw supplying materials and tools
* Cleaned and sanitized the work area and equipment

* Hibbett Sports Salesman Associate Salina, KS 1/2013 – 1/2014
* Sold merchandise such as apparel and shoes to consumers
* Maintained a very high customer satisfaction rate as well as a strong sales record
* Taco Johns Cashier Salina, KS 1/2012 – 1/2013
* Accepted and processed customer orders as well as ensured that receipts we always in balance