

# Haedyn Jorgenson

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Futuristic | Discipline | Strategic | Activator | Developer

## **PROFESSIONAL EXPERIENCE**

### **Receptionist**

*JMisko Surgical Design | Lincoln, NE*

**02/2023-CURRENT**

- Proficiently scheduled and rescheduled patient appointments using MDWare, managing a high volume of bookings while accommodating to special client preferences and practitioner availability.
- Worked in the reception area at a busy medical spa, welcoming and engaging clients with a positive demeanor, addressing questions, scheduling appointments, and ensuring a positive first impression and reputation.
- Skillfully managed challenging situations and client concerns, employing problem-solving skills and a calm demeanor to address issues promptly and maintain a positive client experience.

### **Student Strengths Coach**

*University of Nebraska-Lincoln | College of Business*

**08/2022-05/2023**

- Developed relationships with students beginning their academic careers in the College of Business.
- Facilitated team-building activities to improve communication and productivity between students.
- Offered constructive feedback to students to promote growth within their Clifton Strengths.

### **Server**

*Mellow Mushroom Pizza Bakers | Lincoln, NE*

**11/2022-02/2023**

- Used slow periods to restock supplies, ice, trays, silverware, and delivery boxes.
- Explained menu items and suggested appropriate options for food allergy concerns.
- Worked with a POS system to place orders, manage bills, and handle complimentary items.
- Resolved customer complaints properly and professionally to maintain a positive reputation.
- Bussed and reset tables to keep the dining room and work areas clean.

### **Apparel Sales Associate**

*Dick's Sporting Goods, Inc | Council Bluffs, IA*

**10/2019-07/2021**

- Answered customer questions about products and services, helped locate merchandise, and promote key items.
- Maintained an organized store environment to foster pleasant shopping experiences.
- Processed incoming stock and documented product information to manager inventory levels.
- Pressed and folded items upon arrival to increase visual appeal.
- Dressed and accessorized mannequins to highlight featured clothing and accessories based on seasons.

## **EDUCATION**

**University of Nebraska Lincoln** | Lincoln, NE

Bachelor of Journalism, May 2025

- Major: Advertising & Public Relations
- Minor: Hospitality, Restaurant, and Tourism Management

## **SKILLS**

- Organization and management
- Adobe Creative Cloud
  - : InDesign, Illustrator, Photoshop, Lightroom, Audition
- Communication

