

# Jordan Clark

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Target Field: General / Other

## PROFILE

Administrative Assistant interested in General / Other. Hard worker and team player. Looking for a job where I can learn and do my best.

## EDUCATION

**Boston University**  
B.A. Psychology

Miami, FL  
2016 — 2018

## EXPERIENCE

### Administrative Assistant — HarborPoint Group

Seattle, WA | 2024 — Present

- Assisted with various activities and learned along the way.
- Did a lot of different tasks and helped when needed.
- Helped with projects and communicated with people.

### Project Coordinator — Ridgeway Operations

Denver, CO | 2020 — 2021

- Assisted with various activities and learned along the way.
- Did a lot of different tasks and helped when needed.

### Intern — Oakline Services

Portland, OR | 2018 — 2019

- Worked with the team on stuff and tried to meet deadlines.
- Did a lot of different tasks and helped when needed.

## PROJECTS

### Various Projects

- Worked on different projects for school and work.
- Helped with planning and execution.

## SKILLS

**Skills:** Communication, Teamwork, Microsoft Office, Problem solving

**Certifications:** Lean Basics (Workshop), Customer Support Foundations