

JORDAN COLLINS

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WORK EXPERIENCE

UNIVERSITY HOUSING, Tallahassee, FL

Desk Assistant | Sept 2021 - Present

- Provided overall customer service for residents to maintain safety and security in the residence halls.
- Worked closely with Florida State University Police Department.
- Assisted residents with issues while also responding to emergencies.

TORRID, Jacksonville, FL

Sales Associate | May 2022-Aug 2022

- Demonstrated customer service and a willingness to compromise along with proficiency in organization.
- Assisted in the organization of a stockroom and providing a clean, consistent, and inviting store environment.
- Participated in a fast-paced environment while also being committed to creating an amazing customer experience.

FLORIDA STATE COLLEGE OF JACKSONVILLE, Jacksonville, FL

Intern | Jan 2021 – May 2021 |

- Setup and maintained a network of two servers and four computers.
- Used Tera Term, Windows Server 2019, and Server Manager.
- Collaborated in a group setting with three colleagues.

SKILLS

Proficiency with computers:

- Computer troubleshooting
- Computer setup

Proficiency within customer service:

- Adaptability
- Clear communication
- Crisis management

Practicing multiple coding languages:

- Java
- MySQL
- JavaScript
- CSS
- HTML
- Bash

EXTRACURRICULAR ACTIVITIES

Codeducation at FSU
Co-Webmaster

The UX Collective @ FSU
Member

FSU Clay Club
Member

EDUCATION

FLORIDA STATE UNIVERSITY, Tallahassee, FL, Class of 2025, 3.3 GPA

- Bachelor of Science in Information Technology