


JAIDA GORDON

CONTACT

 609.500.9348

 Jaidagordon6869@gmail.com

 Roosevelt, New Jersey

EDUCATION

Mercer County Community College

Architecture Major

West Windsor, NJ | 2020 - Present

Mercer County Technical School

Architectural Engineering

West Windsor, NJ | 2018 - 2020

Hightstown High School

General Studies 3.7 GPA

Hightstown, NJ | 2016 - 2020

SKILLS

Adobe Illustrator

Adobe Photoshop

AutoCAD

Microsoft Excel

Microsoft Word

Revit

INTERESTS

Interior Design

Reading

Traveling

PROFILE

I am a high-performing student with a passion for technology and design. Along with years of experience influencing positive outcomes through creativity, multitasking and work ethic. I am well versed in organization as well as time management and committed to continuous improvements upon myself and those around me.

EXPERIENCE

CUSTOMER SERVICE REPRESENTATIVE

EAST WINDSOR FLOOR COVERING. | 405 US-130, EAST WINDSOR NJ, 08520 | PRESENT

Facilitate communications with business owner and service provider(s)

Provide customer support and information related to products and services

Provide technical support to work staff

Screen and direct calls for further assistance

Organize and maintain shop equipment as needed

File documents in shop storage

WAIT STAFF

MEADOW LAKES | 300 MEADOW LAKES, EAST WINDSOR NJ, 08520 | 2019

Worked as wait staff in a fast-paced restaurant

Conversed with customers to ensure an optimal level of satisfaction

Prepared cleanly seating area for customers

Sanitized and organized restaurant appliances

CUSTOMER SERVICE

TARGET | 70 PRINCETON HIGHTSTOWN RD, EAST WINDSOR NJ, 08520 | 2018

Assists customers in finding items they required

Collaborated with work staff to ensure deadlines were met

Maintained a positive attitude in a hectic work environment

Maintained organization of store and storage

References furnished upon request.