

Jordan Jost

West Fargo, ND 58078

jordanjost9_ha2@indeedemail.com

701-866-6008

A professional and self-motivated Mass Communications major with many years of customer service and administrative experience.

Jordan Jost

JORDAN.JOST@GMAIL.COM

#readytowork

Authorized to work in the US for any employer

Work Experience

Front Desk Coordinator

Hair Success - Fargo, ND

December 2019 to Present

- Handle 30+ client interactions per day giving personalized, and friendly service to ensure client retention
- Maintain stylists schedules and book appointments
- Opening and closing duties, including deposits

Prairie Den Community Manager

Emerging Prairie - Fargo, ND

June 2018 to April 2020

- Schedule and manage all rentals of conference rooms and event space
- Sign up new members and maintain memberships
- Social Media marketing for the coworking space
- General administrative work for the Prairie Den and leadership team

Accounting Assistant

Darlys Anderson, LTD - Fargo, ND

November 2015 to May 2018

- Manage office including scanning, filing and client communication
- Maintain schedule for all client meetings
- Data entry for corporate and individual tax return information

Manager

Suntana - Fargo, ND

April 2004 to March 2015

- Customer service and retail sales
- Hiring, training and scheduling all employees
- Setting sales goals for individual employees as well as the store

Education

Bachelor's in Mass Communication

North Dakota State University - Fargo, ND

August 2000 to December 2005

Skills

- Customer Service
- Management
- Marketing
- QuickBooks
- Front Desk
- Cash Handling
- Event Planning
- Microsoft Outlook
- Bookkeeping
- Schedule Management
- Office Management
- Accounts Receivable
- Microsoft Powerpoint