

Jordan Jackson

Waukegan, Illinois 60085

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(224) 733-5662

OBJECTIVE

Hard-working individual is seeking to use proven skills in leadership, team-work, and communication skills to meet business needs. Customer-focused is the key to previous workplace success while being enthusiastic and passionate about working in a team oriented environment to drive desired business results.

EXPERIENCE

Culver's Libertyville, Illinois July 2019 - Present

Porter / Kitchen and Front Attendant

- Housekeeping, such as cleaning fryers and grills.
- Restocking merchandise.
- Process sales transactions.
- Calculate the cost of products or services.
- Accept payments.
- Calculate and return change when required by the payment method.
- Maintain adequate change denominations in the cash drawer and request additional change.
- Answer customer questions about products or services.
- Reconcile cash drawers and sales receipts.
- Report issues with equipment.

Six Flag Great America Gurnee, Illinois June 2016 - October 2016

Game Advisor

- Responsible for sharing and explaining gaming rules and information with customers.
- Responsible for receiving gaming funds.

EDUCATION

Post-Secondary Education August 2020

- In pursuance of higher education through the College of Lake County.

Waukegan High School Waukegan, Illinois May 2019

- Graduation Class of 2019 (*graduated*)

SKILLS

- Familiar with Microsoft Word™ and Excel™
- Customer Facing and Services
- Active-Listener
- Retrieving E-mails
- Detail Oriented

CERTIFICATES, CERTIFICATIONS and AWARDS

Illinois WorkNet State of Illinois July 2020

- Received State of Illinois Certificate for Career Advancement

Employee Connections, Inc., NFP Waukegan, Illinois July 2020

- Social Media Etiquette Certificate
- Interpersonal Communication Certificate
- Conflict Resolution Certificate
- Diversity & Inclusion Certificate

High School

- Honor Roll
- RYLA Leadership Camp
- African American Achievement Award
- Award of Excellence in American Studies
- Evanston Work Ethic Program
- Outstanding Service Award

REFERENCES

References are available upon requests.