

Jordan Keene

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Wanting a job at a company that can help me expand my knowledge and skills such as leadership and customer service

Work Experience

Sales Associate

Rack Room Shoes - Danville, VA

April 2021 to Present

- Helping people find shoes
- Making sure customers are alright
- Working the register
- Shipping and packaging shoes
- Making phone calls and answering them
- Talking to people
- Greeting people

Receptionist

Ferrum College - Ferrum, VA

September 2020 to Present

Take calls and transfer them to the appropriate person

- Help out the counselors with looking up people's information
- Greet people that come through the door
- Put important information into the database

Part time Employee at the Ferrum YMCA

Fall-Winter 2019

- Cleaning up the gym, lobby, classroom, and yoga studio
- Making sure everything stays clean
- Open and close the building
- Make sure people are logged into the system and look people up in the system
- Sign people up for a membership

Worker

Legacy Acres

September 2018 to Present

Make sure everything is correct in the field

- Do inventory of how many plants we have planted
- Calculate the prices of the prices
- Talk to people on the phone about the company

- Design flyers and market for the company

Education

Bachelor's in Health Science

Ferrum College - Ferrum, VA

August 2019 to Present

High school diploma in Health Science

Bassett High School - Bassett, VA

August 2015 to May 2019

Skills

- Dancing
- Event Planning
- Front Desk
- Yoga
- Teaching
- MINDBODY
- Customer Service
- Receptionist
- Medical Terminology
- Computer Skills
- Microsoft Office
- Microsoft Powerpoint
- Microsoft Word
- Google Docs
- Farming Experience
- Medical Office Experience
- Leadership Experience
- Personal Training
- Medical Scheduling
- Anatomy Knowledge
- Microsoft Excel
- Social Media Marketing
- Human Resources
- Physiology Knowledge

Certifications and Licenses

CPR Certification