

JORDAN GREEN

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Summary

Highly skilled, detail-oriented professional with a combined 5+ years of experience in warehouse and food service environments. Proficient in adhering to state food prep sanitation protocols and inventory management. Strong problem-solving skills and ability to work effectively independently and in a team-based environment.

Skills

- Strong problem-solving
- Microsoft Office
- Organization
- Time management
- Interpersonal skills
- Communication
- Collaboration
- Leadership

Work Experience

Prosource Wholesale; Woburn, MA

Warehouse Manager • Nov. 2022 - Present

- General management and organization of warehouse
- Unloads and organizes incoming customer orders from multiple vendors
- Keeps track of incoming and outgoing customer orders via organized & accurate spreadsheet
- Communicates any issues with orders to the sales team/management (damaged product, wrong product, wrong quantity shipped, etc.)
- Assists customers to load picked up orders, whether by hand or with a forklift/pallet jack
- Communicates with customers when orders are fulfilled in the warehouse

S.G. Torrice; Wilmington, MA

Warehouse Associate • Mar. 2021 - Nov. 2022

- Unloaded and loaded trucks in a timely, efficient manner with the warehouse crew whether by hand or with a forklift/pallet jack
- Organized stock and overstock in a large warehouse for operations to run smoothly

- Received incoming shipments using an RF scanner and reported any incoming damaged product to the claims manager
- Other duties as assigned such as sweeping, taking out trash, throwing out pallets, assisting with inventory counts, etc.

FedEx Ground; Wilmington, MA

Package Handler ● Jun. 2018 - Feb. 2021

- Overnight shift- performed critical package organization & preparation for morning shift deliveries
- Scanned packages, loaded them and organized delivery trucks by hand in a timely, efficient manner
- Worked in a team environment aside other package handlers to ensure timely preparation for morning shift deliveries
- Assisted with unloading incoming trailers when needed

Kwik Stop; Manchester, NH

Cashier ● Jul. 2020 - Nov. 2020

- Handled cash, credit and debit transactions for customers at a gas station while resolving any issues that occurred
- Maintained a sanitary and organized workspace

Panera Bread; Beverly, MA

Dishwasher/Food Prep/Busser/Delivery Driver ● Jun. 2015 – Nov. 2019

- Delivered food orders in a timely manner
- Maintained sanitary and organized workspace following state sanitation requirements
- Performed food prep adhering to state food preparation requirements
- Assisted customers in the dining area by taking their dishes to bring to the back of house area and fulfilling any other requests
- Organized and cleaned back of house and dining area during closing time to prepare for the following day

Café Bistro; Peabody, MA

Dishwasher • Jun. 2015 – Sep. 2015

- Maintained sanitary and organized workspace following state sanitation requirements
- Brought dishes to food line when clean
- Organized back of house area during close for the following day
- Other cleaning duties as necessary

Education

Salem State University; Salem, MA

Bachelor's Degree- Media and Communications

2018-2020

North Shore Community College; Danvers, MA

Associate's Degree- Liberal Arts

2015-2017

University of Rhode Island; Kingston, RI

2014-2015

Beverly High School; Beverly, MA

High School Diploma

2010-2014

