

Jordan Heydon

Fort Collins, CO

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Authorized to work in the US for any employer

Work Experience

Independent Contractor

N/A - Parker, CO

March 2016 to Present

Package Handler

FedEx Ground - Parker, CO

January 2022 to June 2022

Home Depot Associate

Home Depot - Parker, CO

September 2020 to April 2022

Team Member

Boondocks Food and Fun - Parker, CO

January 2017 to February 2018

Education

Associate's degree in Computer Science

Arapahoe Community College - Littleton, CO

August 2019 to December 2021

High school or equivalent in General Studies

Chapperal High School - Parker, CO

August 2015 to May 2019

Skills

- Good with Computers, Fast Learner, Well Adjusted, Team Player, Adaptive
- Front desk
- Customer service
- Data collection
- Typing
- Accounting software
- Documentation review

- Warehouse experience
- Filing
- IT support (5 years)

Assessments

Work style: Reliability — Highly Proficient

December 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Highly Proficient](#)

Call center customer service — Proficient

December 2021

Demonstrating customer service skills in a call center setting

Full results: [Proficient](#)

Recruiting — Familiar

December 2021

Managing the candidate sourcing and selection process

Full results: [Familiar](#)

Sales skills — Familiar

December 2021

Influencing and negotiating with customers

Full results: [Familiar](#)

Delivery driver — Completed

December 2021

Interpreting instructions or signs and solving problems

Full results: [Completed](#)

Attention to detail — Completed

July 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Completed](#)

Administrative assistant/receptionist — Completed

December 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.