

Jordan Kapperman

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Fort Collins, CO 80526

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- = Excellent customer service and ability to maintain clientele relationships
 - = Experienced in retail, Microsoft Office, Excel, Internet Explorer, multitasking and fast paced environments
 - = Dedicated to helping people
 - = Unique perspective and problem solving abilities
 - = Upbeat friendly personality while maintaining a professional manner
 - = Capable of learning a new business quickly and accurately
- Authorized to work in the US for any employer

WORK EXPERIENCE

Logistics Inbound

Woodward Governer - Loveland, CO - 2016-05 - Present

Package customer sales orders according to handling codes and due dates, manage emails throughout the day, research missing items and communicate with appropriate people to obtain item and get it to the customer and manage time according to work load.

Cashier/Customer Service

Schrader's Oil Company - Fort Collins, CO - 2016-03 - 2016-05

Responsibilities

- =- Multitask regular shift duties like cleaning and keeping refreshments fresh while assisting customers with their purchases and questions
- =- Manage time to get the store closed/opened or ready for the next person
- =- Fill out and file paperwork according to protocol
- =- Build relationships with regular customers to build a stable clientele
- =- Maintain a neat appearance and pleasant attitude

Production Worker

Vestas - Windsor, CO - 2015-03 - 2015-11

- Responsible for bringing material to the floor and staging it for production
- Trained new employees on process
- Prioritized daily tasks by following proper procedures.
- Implied team work to get big tasks done on time
- Maintained a safe environment by wearing safety glass and proper PPE
- Brainstormed ideas on improving process to improve production time
- Problem solved in a timely and efficient manner

Service Director

Sobriety 1st - Aurora, CO - 2014-09 - 2014-12

- Managed touring patients from rehab and moved them into the home
- Strategically followed up with people who needed resources and guidance
- Coordinated and hosted events, made fliers to create opportunities to build support networks and new relationships

- Administered U.A.s, Curfew checks, choir checks and filled out paper accordingly
- Responsible for following up on deadlines and miscellaneous projects

Senior Sales Associate

7 Eleven - Fort Collins, CO - 2012-12 - 2014-04

- Rung up transactions While suggestively selling the promotional item of the week while maintaining a pleasant relationship with customers
- Handled cash in paying for items and giving back correct change
- Executed shift duties list throughout shift- cleaning, restocking, product rotation, checking temperatures on food and coolers, sweeping/mopping
- Ordered items on a daily basis after taking inventory
- Entered shift information accurately into the database system and the end of shift

EDUCATION

Diploma

Centennial High School - Fort Collins, CO
2011-09

ADDITIONAL INFORMATION

- = [Volunteer] High Planes Garden Loveland Co. 2015
- = [Volunteer] Denver Rescue Mission Denver Co. 2015
- = [Volunteer] Accelerated School for Girls Aurora Co. 2014
- = [Volunteer] Elderhaus Elderly Daycare Fort Collins Co. 2007