

# Jordan Wilson

Saint Cloud, MN

jordanwilson747\_scb@indeedemail.com - 320-260-2970

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Shift Leader**

Gary's Pizza - Saint Cloud, MN - July 2013 to Present

Trained new employees. Ensured staff completed all shift tasks. Resolved customer complaints. Was responsible for all management aspects while on duty.

### **Front Desk Clerk**

Quality Inn and Suites - Saint Cloud, MN - 2012 to 2013

Compiled and checked daily record sheet, guest accounts, receipts and vouchers and stored them appropriately in both computerized and manual forms. Registered guest arriving at the hotel and assign them rooms depending guest preference and room availability Processed customer cash and credit payments according to established policies and procedures. Handle phone calls and guest hotel reservations.

### **Mechanic**

Austin Packaging Company - Austin, MN - 2010 to 2012

Diagnose root cause of problems and correct issues with mechanical, hydraulic, pneumatic, and electrical components. Perform routine and preventative maintenance on Prodo Pak, FEMC, OnPack, and scale weighted systems. Followed GMP guidelines to ensure food safety.

### **Route Manager**

Endres Window Cleaning - Owatonna, MN - 2006 to 2009

Managed a crew of workers at commercial and residential locations.  
Organized weekly schedule. Interacted with the customer to ensure satisfaction.

## EDUCATION

### **General**

Saint Cloud Technical & Community College - Saint Cloud, MN

January 2011 to March 2013

### **Diploma in General**

Austin High School - Austin, MN

January 2001 to February 2003