



Jordan Yankton

📍 Johnstown, CO 80534 📞 720-447-3895

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PROFESSIONAL SUMMARY

Sales professional with solid track record in driving revenue growth and enhancing customer satisfaction. Adept at building strong client relationships, leveraging product knowledge, and implementing effective sales strategies. Strong focus on teamwork and adaptability ensures consistent achievement of goals in dynamic environments. Skilled in communication, problem-solving, and time management.

SKILLS

- Customer service
- Time management
- Multi-tasking strength
- Sales expertise
- Teamwork and collaboration
- Problem-solving skills
- Reliable and punctual
- Goal oriented

WORK HISTORY

SALES ASSOCIATE 08/2024 to 07/2025

Red Barn Liquors | Johnstown, CO

- Organized racks and shelves to maintain store visual appeal, engage customers, and promote specific merchandise.
- Handled cash transactions efficiently while adhering to company cash handling policies, ensuring accuracy in all financial exchanges.
- Built relationships with customers to encourage repeat business.
- Managed returns, exchanges and refunds in accordance with store policy.

ACCOUNTANT 08/2022 to 07/2024

Professional Finance Company | Greeley, CO

- Handled day-to-day accounting processes to drive financial accuracy.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Gathered financial information, prepared documents, and closed books.

CUSTOMER SERVICE 02/2021 to 07/2022

Harvest Happens/Green Dragon/HempTemps | Denver, CO

- Delivered exceptional customer service, exceeding member expectations consistently.
- Verified patients had positive experience by providing exemplary customer service.

- Checked guests' photo identification for validity and age requirements.
- Employed effective cash handling procedures for accurate accounting of daily sales transactions while minimizing discrepancies or losses.

ATTENDANT

05/2020 to 12/2020

Car Wash USA Express | Denver, CO

- Kept facilities clean, neat, and organized to give areas professional and fresh appeal.
- Collaborated with team members to improve overall service quality and guest experience.
- Executed daily tasks such as restocking supplies, processing payments, and assisting customers with questions or concerns.
- Developed and maintained strong relationships with customers to increase loyalty, trust and satisfaction.

EDUCATION

Red Cloud High School , Pine Ridge, SD

05/2018