

Nicole Jordan

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WORK EXPERIENCE

Oxford West - 2012 - Present

Assemble books, calendars, mailers, and various products in orders of 200-20,000 pieces in a timely and efficient manner

- Fulfill and package orders

Jordan Farms - 2005 - Present

2005-present

- Responsible for maintaining 40 acres of fields thru irrigating, planting, cutting, and bailing to produce high yields for hay and corn
- Maintained exterior farm equipment and the shop
- Coordinated sales and pickups between clients and the farm

Cashier

7Eleven - 2011 - 2012

Open and closed shift register that consisted of balancing and accuracy of large cash flows

- Responsible for daily cleanliness of store
- Involved with merchandising with ordering and keeping inventory stocked, rotated and presentable

Sales Consultant

AT&T Mobility - 2008 - 2009

Sold service plans, phones, and accessories to new and existing customers

- Resolved customer disputes with their phones and plans
- Consistently ranked top 3 sales representatives within the store with accessories, new plans, and upgrades.
- Maintained 100% score with customer service follow up surveys

Sales Consultant

T-Mobile - 2007 - 2008

Sold service plans, phones, and accessories to new and existing customers

- Consistently ranked top sales of the location on a monthly basis

Retail Customer Support Representative

Verizon Wireless - 2006 - 2007

Involved with set up and opening of store location

- Cold called the general public and business to business sales for beneficial upgrades
- Assisted existing customers with technical support
- Handled warranty replacement and billing issues
- Responsible for tracking inventory and loss prevention

ADDITIONAL INFORMATION

Professional Skills

- Self Motivated
- Great attention to details
- High knowledge of phone operating systems
- Strong customer service and personal skills