

**Jordan Hall**  
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**153 N Dixie Dr. APT 14.**  
**Dayton, OH 45405**

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**EDUCATION: Thurgood Marshall High School, Dayton, Ohio** August 2010-May 2014

- High School Diploma
- Basketball Team – 2010-2012
- Football team 2012-2014
- Honor Roll
- Attended Sinclair Community College for one semester.

**WORK EXPERIENCE:**

**McDonald's** July 2013 – August 2014  
*Crew Member*

- Maintain a fast speed of service, especially during rush times.
- Assemble orders on trays or in bags depending on the type of order.
- Process large orders for events.
- Respond to guest questions, concerns and complaints and make sure they leave satisfied.
- Arrive on time for all shifts and stay until shift completion
- Clean your station thoroughly before, during and after each shift

From August 11<sup>th</sup> of 2014 up until January 5<sup>th</sup> of 2015 I was attending Sinclair Community College where I was obtaining my associates degree in Culinary Arts.

**Dollar General** November 2014 – February 2015  
*Cashier*

- Operating the cash register and handling cash transactions with customers
- Scanning goods and collect payments
  
- Issuing receipts, refunds, change or tickets

**FedEx Ground** February 2015-October 2016  
*Package Handler*

- Scanned packages according to prescribed procedures and remained current on tracking methods and shipping requirements as needed

- Located sorting information on packages using multiple trackers, while also scanning and sorting packages according to service type and destination, in compliance with established procedures
- Operated mechanized ramp equipment to fulfill the needs of the job as required

**Sugar Creek Packing Co.**

October 2016 –November 2017

*Production Associate*

- Performed production duties as assigned such as attaching appropriate labels and tags to products and packages as well as packing finished goods into correct packages and boxes
- Notified supervisors of any mechanical or material issues
- Placed finished goods on the designated pallet while maintaining a clean and safe work area

**MAHLE Behr Dayton L.L.C**

November 2017 – February 2018

*Plastics Department*

- Trims excess material from part, using knife, and grinds scrap plastic into powder for reuse.
- Removes finished or cured product from dies or mold, using hand tools and air hose.
- Develop and document manufacturing instructions and data sheets.
- Inspect products for surface defects and flaws.
- Assisted in keeping production flowing and maintaining high level of quality that consumers expect from the products

**SKILLS:**

- Good Communication, Self-Confidence, Team Player
- Extremely Organized, Time Management, Adaptability
- Work Well Under Pressure, Decision Making, Creative