



JORDAN ELLIS

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Recent high school graduate with hands-on experience in customer service and administrative support. Recognized for reliability, strong organizational habits, and a professional attitude in fast-paced settings. Demonstrated professionalism with customers while maintaining accurate transactions.

Key Skills

- Appointment scheduling
- Cash handling
- Customer service
- Data entry
- Filing systems
- Microsoft Excel
- Microsoft Word
- Multitasking
- Phone etiquette
- Retail operations

Professional Experience

Sales Associate

Sunshine Sportswear, Phoenix, AZ | June 2023 - March 2024

- Supported up to 75 customers per shift by answering product questions, locating items, and managing returns
- Maintained accurate drawer counts and processed over 100 transactions daily with zero discrepancies
- Helped boost promotional event sales by 15% through active floor coverage and upselling techniques
- Received 94% satisfaction rating from customer feedback surveys over a 3-month review period

Office Assistant Intern

Metro Title & Escrow, Phoenix, AZ | January 2023 - May 2023

- Processed and organized over 200 client records with less than 1% error rate
- Handled 30–50 daily phone inquiries and scheduled appointments using Microsoft Outlook
- Supported internal teams by delivering time-sensitive legal documents and maintaining updated filing systems

Education

High School Diploma

Camelback High School, Phoenix, AZ | May 2024