

Aiden Jordan

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Professional Summary

Enthusiastic and adaptable college student pursuing a Bachelor of Business Administration with a focus in General Business. Brings a strong work ethic, effective communication skills, and a team-first mindset developed through a blend of academic, volunteer, and real-world work experiences. Thrives in fast-paced environments, enjoys learning on the job, and is passionate about delivering excellent service. Actively seeking an entry-level opportunity to gain hands-on experience, contribute to team goals, and grow professionally.

Education

Pursuing Bachelor of Business Administration in General Business
Tarleton State University, Stephenville, TX

May 2028

Skills

Communication: Effectively communicated with management regarding operational improvements.

Customer Service: Skilled in understanding and fulfilling customer needs to enhance satisfaction.

Leadership: Led team members to achieve task objectives efficiently.

Certifications

Food Handler Certification, SERV Safe, Texas
CPR Certification

April 2024

Professional Experience

Student worker

May 2025- Current

Tarleton School of Nursing, Stephenville, TX

- Serve as a reliable point of contact between students, staff, and faculty to support departmental tasks and special projects.
- Assisted with setting up meetings for the Nursing building.
- Used excel, word, and outlook on the day-to-day job.

Food Server

April 2024 – Current

Silver Saddle Saloon, Granbury, TX

- Provide prompt and friendly service, ensuring a welcoming environment for customers.
- Support the team in maintaining a smooth workflow during high-volume periods.
- Order-taking and point-of-sale (POS) systems.

Sales Associate

Nov 2023 – April 2024

HomeGoods, Granbury, TX

- Assisted customers with product selection and resolved queries to enhance shopping experience.
- Maintained organized displays and collaborated with the team to meet sales goals.
- Assisted customers with sales transactions accurately and efficiently, including cash, check, and card payments.

Other Experience

Event Staff, Larry Joe Taylor Music Festival, Stephenville, TX

April 2025