Jordan Taylor Williams

Jordanwilliams543@yahoo.com

Experience:

Dec. 2014 – present

Chiropractic assistant at Fischer Family Chiropractic

While in this position I used customer service skills to help patients with questions and payments. I also scheduled patients, managed office flow, and organized and wrote a monthly newsletter.

Nov. 2013- July 2014

Production assistant at Northwest Public Radio

While in this position I edited news for air and for the web quickly and accurately while on a deadline.

May – Nov. 2013

Checker at Safeway

While in this position I quickly resolved issues while under pressure. I stayed focused in a busy environment, and communicated needs quickly and effectively.

2009-2012

Supervisor at Jerrol’s Book and Office Supply Co.

While in this position I worked in and contributed to teams. I sought out tasks and problem solved without being prompted. I dealt with a myriad of different people and found creative solutions for customer’s problems.

Education:

Washington State University 2014

Bachelor’s Degree in Communication with an emphasis in Journalism and Media Production

Minor in Professional Writing

Skills:

Customer service

Detail oriented

Communicating with a variety of people in different situations

Creative problem solving

People management

Working independently

Fast learner

References upon request