

Jordan E Ellison

[Tur42965@temple.edu/](mailto:Tur42965@temple.edu)

Darby | PA | 19023 | 267-399-6046

EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

Bachelor of Management Information Systems

Graduation: August 2025

Delaware County Community College, Media, PA

Associate in science

Business Administration

Graduation: May 2023

ACTIVITIES

Association for Information System Organization September 2023 – Current

Fox African American Business Association (FAABA) September 2023 – Current

EXPERIENCE

Capstone Logistics, LLC – Penns Grove, NJ 19023 August 2023 – Current

Driver's Assistant

- Capstone Logistics, LLC is an independent contracting company that delivers produce to the Wawa stores, while being a partner with the McLane Company. My job title at this company would be “Driver’s Assistant”. Capstone has over 600 locations and predominantly operates within the East coast of the US.
- Sent incoming calls to Wawa’s alerting them of our arrival.
- Assisted drivers with all deliveries going to the Wawa stores within the NJ, PA, MD, DE, and VA areas.
- Provided excellent professionalism while dealing with store Managers.

Law offices of Craig Altman- Philadelphia, PA 19103 March 2023- Current

Intern

- The Law offices of Craig Altman, is a personal injury law office of Philadelphia, PA. While making sure that anyone who works here develops a proficient skill, within the legal and office arena.
- Provided services for Manual Data entry for old cases files.
- Assisted with transporting old legal case files to the proper facility truck.

SKILLS

Proficient in using Microsoft Word and PowerPoint.

Languages: Advanced in the English dialect.