

Marcos G. Jordan

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
MAJOR: Management Information Systems | GPA: 2.92

ACTIVITIES:

- Candidate, Beta Alpha Psi Business Fraternity, Temple, Spring 2014
- Founding member, Alpha Sigma Phi Fraternity, Delta Mu Chapter, WPU, Fall 2009 – Spring 2012

EXPERIENCE: ACORN, Haddonfield, NJ December 2013 – Present
Business Intern

- Designed spreadsheets for inventory of antiques at Haddonfield office & storage unit, 1st Dibs Showroom in NYC, and Acorn office in Copenhagen, Denmark
- Developed communication skills from interacting with clients – 2-4 times a week, at Haddonfield office, 1st Dibs showroom, or an arranged location.

BEST BUY, Cherry Hill, NJ October 2012 – February 2013

Lifestyles Specialist

- Provided customer service assistance for an electronics retail company.
- Processed 50- 60 customer orders daily, responded to customer inquiries, and updated customer profiles.
- Acquired knowledge of products within lifestyles department – Digital imaging, appliances, video games, DVD, and mp3

JCC CAMPS AT MEDFORD, Medford Lakes, NJ Summers 2012 & 2013

Maintenance

- Developed team orientation skills by working with coworkers to maintain campgrounds
- Acquired knowledge of numerous tools and their functions and how to properly use them.

WEGMANS, Cherry Hill, NJ November 2007 –August 2008

Cashier/Front End

- Developed organizational skills through handling currency from customers and maintaining a cash register drawer.
- Learned the value of trust through being able to handle the money without making mistakes consistently.

SKILLS:

- Microsoft Office (Advanced), Numbers, Pages, Keynote (Mac- Intermediate)
- Graphic Design – Adobe Photoshop, Illustrator, In-Design (Advanced)
- Animation – Maya (Intermediate)