

**Jordan E. Johnson**

(408) 306-6197

jordanjohnson1972@gmail.com

1312 Darryl Drive, San Jose, CA 95130

**Summary of Qualifications:**

- Experienced in collaborative work environments
- Comfortable with communicating and problem-solving with others
- Detail-oriented worker who takes pride in precise work
- Self-motivated learner who is willing to present ideas and feedback to others to complete the task at hand

**Education**

- Transfer student at San Jose State University with a Liberal Arts: Science and Math and an AAT in Economics currently pursuing a Bachelor's degree in Management Information Systems

Current Program Coursework

- The 40 units of core business courses, including Computer Tools for Business and Business Management
- 27 units of concentrated business courses including, Business Strategy and Information Systems, Database Management Systems, and Networking and Data Communications

**Work and Volunteer Experience**

**George C. Payne Elementary School, San Jose, CA, 08/2021-present, Activity Leader.** Collaborate with other activity leaders and supervisors to implement an appropriate curriculum of indoor and outdoor recreational and learning activities for students; lead and supervise students in the classroom and outdoor activities including art, games, crafts, projects, and homework; communicate information with parents on daily basis; maintain accurate sign-in and sign-out sheets.

**Safeway, Campbell, CA, 02/2020-06/2022, Food Clerk.** Follow company policies regarding discounts, coupons, refunds, cash-handling, employee purchases and all other transactions; complete credit or cash sales and provide correct change; professionally communicate information with customers and co-workers; maintain and safe and clean work area

**Safeway, Campbell, CA, 07/2018 to 02/2020, Courtesy Clerk.** Bag groceries for customers, ensure contents are not damaged; precisely prepare to-go orders for customers; assist customers in locating items; complete unique tasks given by management on a daily basis, including stocking and ordering items, and organizing backstock supply.