

## JORDAN TAYLOR

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### SUMMARY OF QUALIFICATIONS EXAMPLE

Dependable and adaptable with experience supporting office operations, completing hands-on trade work, serving customers, volunteering in the community, and managing a household. Skilled in organization, communication, problem-solving, safety, scheduling, and teamwork. Known for learning new processes quickly, following through on responsibilities, and providing respectful service.

### WORK EXPERIENCE EXAMPLES

#### **Administrative Assistant** (Administration Example)

River City Family Services | San Antonio, TX

Jan 2024 – Present

- Coordinate appointments, prepare documents, maintain electronic and paper records, respond to phone and email inquiries, and support daily office operations.
- Improved file organization by creating a consistent naming system that helped staff locate current documents more efficiently.

#### **Facilities Maintenance Technician** (Trade Example)

Lone Star Property Care | San Antonio, TX

Jun 2021 - Dec 2023

- Completed routine building repairs, preventive maintenance, equipment checks, and work-order documentation while following safety procedures.
- Communicated clearly with supervisors and residents, identified repair needs, and kept tools and work areas organized.

#### **Server and Guest Services Associate** (Hospitality Example)

Oak Terrace Hotel and Bistro | San Antonio, TX

Mar 2019 - May 2021

- Welcomed guests, explained menu options, processed payments, coordinated requests with kitchen and front-desk staff, and resolved routine service concerns.
- Maintained a calm, professional approach during busy shifts and helped new team members learn service procedures.

#### **Community Pantry Volunteer** (Volunteer Work Example)

Northside Community Resource Center | San Antonio, TX

Sep 2017 - Feb 2019

- Organized donated items, prepared food packages, greeted visitors, and assisted with community distribution events.
- Worked with volunteers from different backgrounds and protected visitors' privacy while providing courteous service.

#### **Household Manager and Stay-at-Home Parent** (Career Break Example)

Family Household | San Antonio, TX

Aug 2012 - Aug 2017

- Managed schedules, transportation, household finances, school communication, appointments, meal planning, and competing family priorities.
- Coordinated activities, handled unexpected problems, maintained confidential records, and returned to paid employment after completing the planned caregiving period.

### EDUCATION AND TRAINING EXAMPLES

- **Certified Nurse Aide (CNA) Certification** | Texas Nurse Aide Registry | 2025
- **Commercial Driver License (CDL), Class A** | Texas Department of Public Safety | 2023
- **Associate of Applied Science in Business Administration** | St Phillips College | San Antonio, TX
- **GED Credential** | Texas Education Agency | 2017