

## Jordan Williams

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### Education

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Bachelor of Science in **Business Administration, Marketing Emphasis** May 20XX

Bemidji State University (BSU), Bemidji, MN

### Courses

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**Advanced Public Speaking**, BSU Fall 20XX

- Learned appropriate processes to analyze and critique design of formal and informal arguments.
- Prepared for professional speeches by examining peer-reviewed research; responded to analysis and critique to improve performance.

**Super Strategic Business Marketing**, BSU Spring 20XX

- Gained understanding of strategic communication design in business settings.
- Prepared paper analyzing marketing plan messaging of three regional retail businesses.

### Related Experience

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**Student Manager**, Aramark, Bemidji, MN October 20XX-Present

- Executed leadership skills supervising 8 student employees; entrusted with open and closing in lieu of manager.
- Developed merchandising skills creating displays for new convenience items.
- Displayed customer service skills by completing transactions quickly and efficiently.

**Sales Associate**, Best Buy, Fargo, ND Seasonal, May 20XX-Present

- Demonstrated sales skills by assisting customers in selecting appropriate mobile devices.
- Awarded **Sales Star 20XX** for consistently meeting sales goals.

**Inventory Assistant**, Jim's Retail Warehouse, Fargo, ND Summers 20XX, 20XX

- Collaborated with supervisor to ensure accurate documentation of inventory accurately for annual review.
- Trained staff to keep inventory updated weekly using Microsoft Excel.

### Employment

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**Landscape Assistant**, Steve's Lawn Care, Underwood, IL Summer 20XX

- Demonstrated time management skills providing lawn care services at multiple private residences weekly.
- Established strong work ethic, working 10-hour days in hot, humid weather conditions.

**Childcare Provider**, Single Family, Underwood, IL Summer 20XX

- Confirmed responsibility caring for 4 preschool children.

### Involvement

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**American Sign Language (ASL) Club**, BSU 20XX-Present

- Enhanced communication skills meeting weekly to advance ASL proficiency.

**Intramural Volleyball**, BSU 20XX-Present

- Served as team captain; assisted team by recruiting players and organizing practices times and locations.