

My name is Jordan Jensen. I currently reside in Utah, where I have lived the majority of my life. I enjoy crafting, biking, paddleboarding, hiking, camping, painting, etc. I also enjoy relaxing by playing video games and watching tv/movies.

I graduated from Mountain Heights Academy in 2015 and have completed some credits toward an associates degree. I am currently enrolled in a certificate program at SLCC for Web Development and am working full time as an office assistant.

My employment background is mostly in assistance, however, I do have customer service experience as well. My first job was at ULTA Beauty where I was a sales associate expected to cashier, assist customers, and unload shipments. I worked as an Administrative Assistant at Specialty Transformers for a few years where I had clerical and office duties as well as assisted with whatever needed to be done throughout the shop. I worked at Community Solutions and Sales as an Administrative Assistant/Receptionist, where I assisted homeowners with their accounts and HOA managers with many tasks such as coordinating venues for HOA meetings, paying bills, entering budgets, interacting with vendors, etc. I most recently was an assistant at Get Air Management where I managed an email inbox daily, maintained filing systems, interacted with other departments, created and updated spreadsheets, assisted with scheduling, calendar management, etc. I will be starting a new job very shortly where I will be an office assistant at another company as well.

My core skills revolve around assisting which consists of calendar and email management, creating and updating spreadsheets, answering phones, and maintaining filing systems. I also have experience working with various Microsoft/Google Suite programs as well as Quickbooks knowledge.

References are available upon request.