| Jordan Mejia | 26 San Tomas  Rancho Santa Margarita, CA 92688  **(949) 304-0986**  **xjordanmejia@gmail.com** |
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| EXPERIENCE **Crumbl Cookies**, Rancho Santa Margarita, CA 92688 — *Manager*  February 2021 - June 2022  My responsibilities included: Being able to close and open the store. Knowing the entirety of the store. Directing and giving orders to employees. Being able to assist with upset customers. Answer any questions that customers may have.  **Target,** Rancho Santa Margarita, CA 92688 — *Seasonal checkout and guest advocate*  November 2021 - December 2021  My responsibilities included: Being able to fulfill any questions that customers have. The ability to process returns. Fulfilling customers drive up order, and being able to work quickly and efficiently during rush hours. Starbucks, Rancho Santa Margarita, CA 92688— *Barista*June 2022 - January 2023 My responsibilities included: Following and memorizing recipes correctly to make each drink correct. Working efficiently in a timely manner, and connecting with guests. Being able to follow directions, and finish my task at hand. Evolution Swim Academy, Mission Viejo, CA 92692— *Swim Instructor & Customer Service*June 2023 - November 2024 My responsibilities included: Being able to memorize lesson plans to teach young and older kids how to swim. Working front desk and call center communicating with parents, and scheduling classes.  **EDUCATION** San Juan Hills High School, 29211 Stallion Ridge, San Juan Capistrano, CA 92675August 2017 - June 2020Connections Academy, 33272 Valle Rd, San Juan Capistrano, CA 92675August 2020- June 2021 | SKILLS  * Working well under pressure * Being able to memorize well * Good communication skills * Taking criticism well, and being able to learn from it * Being able to work with upset customers   **CERTIFICATES**  High School diploma LANGUAGES **English** |