**Jordan Trail**

(210) 332-0176 ♦ jordantrail01@gmail.com

**SUMMARY**

* Motivated and skilled Graduate Student with an excellent record of performance in tax service, cash handling, and customer service.
* Strong attention to detail with the ability to handle complex tasks and consistently produce quality results.
* Flexible fast learner who adapts quickly to challenges and enjoys working in a team setting.
* Computer application proficiency includes QuickBooks and Microsoft Office (Word, Excel, PowerPoint, and Outlook)
* Utilize OpenTable to manage reservations, optimize table assignments, and accommodate special requests.

**EDUCATION** Graduate: 12/23

 **Bachelor of Business Administration in Accounting** from Sam Houston State University, Huntsville, Texas. **GPA: 3.37**

* Member, Alpha Lambda Delta Honor Society (1/20 – 12/23)
* Treasurer of National Association of Black Accountants (8/21 – 12/23)
* Small Group Leader, Chi Alpha (8/21 – 12/23)

**EXPERIENCE**

**MAD,** Houston, Texas 6/24 – 2/25

**Lead Hostess** – Provided a welcoming and personalized guest experience by managing reservations, answering inquiries, and overseeing table settings to maintain an upscale atmosphere.

 **PROSPERITY BANK**, New Waverly, Texas 1/22 – 11/22

 **Teller** – Assisted business and individual customers with transactions that include deposits, payments, check cashing, and wire transfers.

 **CHICK-FIL-A**, Huntsville, Texas 4/21 – 1/22

 **Team Member** – Multifaceted duties included taking customer orders and special orders, providing information on menu items, completing cash or credit card sales transactions, and training new Team Members.

 **HEB**, San Antonio, Texas 2/20 – 12/20

 **Cashier** – Ensured customers were able to find desired items and completed cash, check, and credit card sales transactions.

 **GLOBAL EVANGELISM TELEVISION**, San Antonio, Texas 5/18 – 8/18

 **Accounting Intern** – Shadowed accounting team members and assisted with Accounts Payable, Accounts Receivable, and preparing reports.