

Jordan Mezzetti

(408) 857-9215 | jmezzetti22@gmail.com

I am an extremely hard worker and will fully immerse myself into any job that is asked of me. My objective is to obtain a position with a well established organization where I can apply my skill set to build experience, and capital.

- Highly motivated professional with excellent interpersonal skills
- Excellent customer skills; responsive, credible, consultative, knowledgeable
- Consistently developing sales skills, market understanding, product knowledge and customer approach to generate valuable and highly qualified business leads
- Strong facility with teamwork and an ability to learn and adapt quickly
- Highly professional demeanor and customer first mindset
- Ability to multitask, works independently and/or within a team, pays attention to detail and meet deadlines

Experience

The Coppola Family, San Francisco, CA

09/19 – 3/20

Food & Beverage Server

- - Food & drink handling & Service
- - Customer Service, satisfaction, & retention
- - Inventory
- - POS system

County Process Service, San Jose CA

01/16 – 09/19

Legal assistant, Operations, & Process Service

- - Reported directly to the CEO, managed & performed reception & administrative procedures
- - CRM, Data entry & integration
- - Recognized for abilities to resolve problems & follow through resulting in strong customer relations
- - Customer relationship management
- - Provided timely & accurate legal document preparation
- - Court runs & process service completion
- - Strong organizational, time management, & communication skills

Urban Outfitters, San Jose CA

11/14 – 12/16

Sales Team Lead

- - Receive customer requests; face-to-face, telephone, & email
- - Processing & Organization of merchandise
- - Handling of POS systems & cash
- - Styling & Up selling of products
- - Quota management

Zanotto's Family Market, San Jose, CA

01/14 – 10/15

Customer Service

- -Customer Service & Customer Retention
- - Opening & Closing duties
- - Stocking & Restocking
- - Handling of cash, credit, & POS systems
- - Food handling

Education & Tools

San Jose State City College

2019-2019

Associates of Science - AS, Communications & Media Studies

San Francisco State University

Bachelors of Communications & Media Studies

2019-2020

(3.7 cumulative GPA)

Tools: Apple Mac software (Keynote, Numbers, Pages), MS Office, (Word, Excel, PowerPoint, Outlook), Google Drive