

Jordan Bedall

Graduating from Radford University Spring 2024

<https://my.indeed.com/p/jordanb-b09db53>

Contact me at:

Phone: 804-822-1661

Email: jbedall@radford.edu

EDUCATION

Hanover High School Mechanicsville, Virginia

2016-2020

Radford University- Communications Major, English Minor

Concentration in Communication Studies 2020-2024

I was awarded the The Highlander Distinction Program Scholarship in 2020: a four-year renewable scholarship offered by Radford University to students who excelled in high school. In order to keep and renew this scholarship I had to remain in good judicial standing with the university and keep a GPA of at least 3.0 on a 4.0 grading scale.

EXPERIENCE

Publix Supermarkets- Front Service Clerk/Cashier Mechanicsville, Virginia

November 2018- August 2020

Throughout highschool I worked at the Publix in my area. Publix's main goal is to make the customer happy, and to keep a clean and happy environment for them to shop in. I worked as a bagger, cashier, and took on many cleaning shifts.

Girl Scouts- Girl Scout/Volunteer Mechanicsville, Virginia

2008-Present

During my early education I was a girl scout. I took on major roles in my troop. I completed my gold award, and I continue to volunteer through the troop and be a mentor for younger girls.

Ronald McDonald House- Volunteer Richmond, Virginia

2015-2020

One of the main places that I would volunteer with through scouts was the local Ronald McDonald house. My troop would regularly plan for groups of us to go and cook meals for the children and their families that were staying there.

SKILLS

Customer Service and Communication

From working at Publix, I have gained a lot of experience in customer service, and how to work well with others

I work well in a team and, in turn, have built trusting relationships with my coworkers and bosses

I can manage relationships with many clients at a time and be a good representative for my company

I have developed my critical thinking skills and am able to think on my feet and problem solve

I can plan activities and events, as well as ensure that they run smoothly

Work Environment/Cleanliness

I maintain an organized work area to ensure that my coworkers and I have a clean environment to get tasks done

I strive to create a professional, but friendly environment amongst coworkers and clients

Editorial Skills

I can conduct useful research for the company and company projects

I can meet aggressive deadlines

I love to read, write, and edit the work of others to enhance their writing