

Jordan Biddle

2905 S. 34th St.
Fort Smith, AR 72903
(479) 459-8757
biddledancer@gmail.com

Summary:

Highschool graduate and current college student who has a strong work ethic, is honest, reliable, and responsible. Focused in busy situations and goal-oriented. Highly organized and prepared for most situations and willing to help in any way within the realm of requirements. Engaged and driven.

EXPERIENCE

Prince Drug | Fort Smith, AR Pharmacy clerk

May 2020-June 2020

- Prepared medication labels with item name and quantity
- Supported pharmacist in preparing daily prescriptions
- Confirmed prescriptions for patients by placing and receiving calls
- Processed pharmacy payments by ringing up customers on cash register and handling cash and credit transactions
- Met regulatory recordkeeping requirements by documenting pharmacy log with information on prescriptions picked up by patients

Kohls | Fort Smith, AR Customer Service Associate

May 2022-July 2022

- Maintained customer accounts and record account information
- Handled customer complaints and provided alternatives or solutions to ensure resolution of complaints
- Answer phone and in-store questions about products and operations
- Assist customers in placing orders, fulfilling refunds, and handling returns and exchanges
- Used sales computer technology to maintain records, orders, and checkouts
- Informed customers of promotions and deals
- Handled closing cash registers and locking up money
- Handled cash and credit transactions
- Sorted through returns
- Communicated via radio to associates and managers

Babysitter/ Pet-sitter/ House-sitter | Fort Smith, AR

December 2017 - current

- Listen to parent directions and followed guidelines for children, animal, and appliance care
- Aided with bathing, dressing, teeth brushing, and diapering to promote healthy personal hygiene and good oral health
- Cared for home after children went to bed by cleaning dishes and putting away toys.
- Reacted quickly in emergency situations and used good judgment under stress.

SKILLS

- Labeling prescriptions
- Resolving customer issues
- Ordering and stocking medications
- Preparing bulk medicines
- Verifying orders
- Cash register operations
- Detail-oriented
- Problem-solving
- Relationship building
- Cash handling
- Payment processing
- Time management
- Decision making
- HIPAA compliance
- Retail Management
- Cleaning and sanitizing
- Handling returns and exchanges
- Picking up 40 lbs.

LANGUAGES

English

- Cared for children of various ages and assisted in meal prep and directing activities
- Minimized TV and technology use by engaging children with games and physical books
- Fed and nourished animal(s) twice a day (or more according to owner's instructions)
- Refilled water dish regularly with fresh supply
- Developed long term relationships with owner(s) and bonded with animal(s) through regular contact.
- Followed owner instructions on feeding times to keep animal(s) on schedule
- Engaged in playful activity with animal(s) and affection to keep their spirits good while owner was away
- Followed owner instruction on housekeeping and duties
- Kept the house clean and organized in same condition, or better, than how owner left it
- Followed grass and plant watering schedule
- Organized and put away mail as instructed
- Kept constant contact with owner for check ins and if any problems arose

EDUCATION

Northside High School | Fort Smith, AR

High school Diploma

August 2019 - May 2022

- Completed multiple AP courses such as: Biology, Statistics, Psychology, Microeconomics, Government and politics, US History, Language and Composition as well as World.
- Completed courses in areas including: Pre-AP Chemistry, physics, Pre-Calculus, Concurrent Composition II, music appreciation, Pre-AP algebra 2, etc
- Graduated with Honors and as an Arkansas Scholar
- 4.226 cumulative GPA (6 semesters)
- Ranked top 5% of class
- National Honor Society Member
- Governor's Distinguished Scholar

University of Central Arkansas | Conway, AR

Current Student

August 2022 - Current

- Major: Communication Sciences and Disorders
- Minor: Psychology
- Classification: Sophomore
- Projected graduation date: May 2025
- 50 credit hours completed
- 4.0 GPA
- Honors College student: UCA University Scholars Program
- Member of the UCA Symphonic Band
- NSSLHA (National Student Speech Language Hearing Association) member