

Jordan Rivera

Business student and retail associate

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SUMMARY

Business student with part-time retail experience and coursework in accounting and communication. Helps customers find products, processes transactions and keeps stock organized.

EDUCATION

Associate of Arts in Business (in progress)

Aug 2025 – May 2027

Example Community College

Coursework in introductory accounting, business communication and spreadsheet analysis.

EXPERIENCE

Retail Associate

Aug 2025 – Present

Example Retail, Austin, TX

- Help customers compare products and answer routine questions.
- Process purchases and returns at the register.
- Restock shelves and check prices against store labels.

SKILLS

Point-of-sale systems · Customer service · Microsoft Excel · Inventory checks

PROJECTS & VOLUNTEERING

Helped set up student club events and recorded attendance for the organizing team.