

Jordan Rivera

Business student and retail associate

Austin, TX · jordan.rivera@example.com · +1 512 555 0167

■ 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.