

# Taylor Jordan James

9976 Pitkin Street  
Commerce City, CO 80022  
(303) 288-9570

Creative, charismatic, and passionate about cannabis. Always striving to learn, improve, and give another 110%. Comfort with a variety of technologies and an eagerness to learn. Calm under pressure in high-stress environments, punctual, and professional. Interested in full-time positions. Flexible about determining schedule and willing to cover colleagues' shifts on short notice. Plenty of sales experience handling cash and interacting with guests.

## Summary of Qualifications:

- Strong academic record. Achieved 3.5 GPA and perfect attendance. Student of linguistics with a minor in communication studies.
- Carrier of MMED occupational support badge.
- Meticulously organized and a keen listener.
- Excellent computer skills – types 100 words per minute on average.
- Familiarity with Microsoft Office and Apple products.
- Very well acquainted with all sorts of marijuana products and their effects including topicals, concentrates, flowers, and edibles. Highly knowledgeable about various strains and methods of ingestion. Familiar with various legal technicalities. Notably resilient, easy going, and a quick learner.
- An aptitude for building strong relationships with team members.
- Able to stand for long periods of time, capable of heavy lifting.
- A productive employee and an effective manager of time. Prompt in carrying out responsibilities of the job and prefers to keep busy.
- Great interpersonal/intercultural communication skills plus a clear, articulate, courteous speaking voice. High comfort levels in interactions with tourists and Coloradans alike. Neat, legible handwriting.
- Ambitious, hardworking, and a mindful multi-tasker.
- Patient, persuasive, enjoys a challenge.
- Motivated to up-sell purchases and determined to outdo the competition.
- Appreciation for maintaining a clean, attractive sales environment to reflect a professional work atmosphere.

## Education:

- Scored within the top 10% of all students on the GED.
- Currently enrolled at Metropolitan State University of Denver.

## Languages:

Fluent in English, conversational in Spanish, basic knowledge of German.

## Professional Experience:

Michael's Arts and Crafts Brighton, CO  
Jun 2010 – Oct 2013  
Cashier

- Accept and sort cash, credit, and checks •Issue receipts, tender refunds and change due •Unload, track, and stock deliveries onto shelves
- Greet guests and ensure a quality customer service experience
- Identify prices for goods using an optical scanner or UPC

Bucci's Italian Brighton, CO

Apr 2011 – Jun 2012 Server

- Perform kitchen duties such as preparing salads, appetizers, and cold dishes, portioning desserts, and brewing coffee
- Take orders from patrons, transcribe, and transmit to kitchen staff
- Ensure that guests are enjoying their meals
- Prepare checks that itemize total meal cost and sales tax
- Perform general cleaning duties

- Present menus to restaurant patrons and answer any questions
- Serve food and beverages

Old Navy Broomfield, CO

Jun 2013 – Nov 2014

Cashier

- Greet and engage guests
- Recruit guests into the Old Navy credit card program
- Accept payment and tender change
- Unload shipments from truck, unpack merchandise from boxes, neatly stock products onto shelves
- Be prompt and courteous to ensure a quick-moving queue

## **References:**

Available upon request.