

# **Jordan McCullough**

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## **CAREER HISTORY**

### **World Martial Arts Supplies**

Position: Sales Representative  
Address: 1974 Nantucket Lane, Richardson, TX  
Telephone: (972) 783-1437  
Hired: May 2011- February of 2014

### **Responsibilities**

Providing outstanding customer service, keeping the environment light and friendly.  
Operating the till, general cash handling and providing exceptional customer service.  
Up selling and making good recommendations to customers.  
Organizing the display of merchandise.  
Serving multiple customers in a short period of time.  
Carrying out re-merchandising, display, price markdowns duties.  
Accurately completing cash register transactions.  
Receiving deliveries, ensuring that everything arrives and alerting  
Taking care of the customers' needs while following company procedures.  
Opening and closing the store, and participating in physical inventory counts.

## **Starbucks Coffee**

Position: Barista

Address : 101 W Campbell Rd, Richardson, TX 75080

Telephone: (972) 231-1371

Hired: September 2014 - May 2017

### **Responsibilities**

Anticipating customer needs by constantly evaluating the environment and customers for cues.

Communicates information to manager so that the team can respond as necessary to create the best possible customer experience.

Assists with new employee training by positively reinforcing successful performance and giving respectful and encouraging coaching as needed.

Maintains consistent attendance and punctuality.

Contributes to positive team environment by recognizing alarms or changes in employee morale and performance and communicating them to the store manager.

Follows operational policies and procedures including those for cash handling and safety and security, to ensure the safety of all employees during the shift.

## **Torchy's Tacos**

Position: Food Expeditor/Cashier

Address: 300 W Campbell Rd Suite 160, Richardson, TX 75080

Telephone: (972) 234-4391

Hired: August 2017 - Present

## **Responsibilities**

Expedites all food orders that come to the kitchen.

Is the liaison between the FOH and BOH.

Practices proper food safety and HACCP techniques, follows FIFO rules.

Properly sets up station according to diagram with appropriate backups to get through their shift.

Properly breaks down station and cleans for the next shift, restocks if necessary.

Double checks to go orders.

Keeps kitchen clean and organized including the walk in.

Details kitchen equipment daily.

Clear understanding of the recipe bible and how to care for it.

Keep station clean while working, line sweeps.

Communicates with grill and taco and fry when tacos are not up to Torchy's standards.

May only run food in non-busy times.

May be asked to assist with other duties outside of this job description.

Communicates ticket times to kitchen and management.

## **Personal**

Ability to learn quickly, with strong interpersonal skills.

Enthusiastic individual who has a strong desire to achieve both personal and professional goals.

Ability to work well as part of a team.

Dependable, trustworthy, and punctual.