

# Jordin L. Hutto

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## » Objective:

Motivated college student looking to apply an innovative style and people-centric approach toward creating results. Looking to join a progressive organization offering an internship position. Dedicated team player with a commitment to helping your company move forward.

## » Education

Texas State University, San Marcos, Texas, August 2012 – (expected graduation) December 2016  
Major: Sociology Minor: Business Administration and Psychology

## » Skills

- Exceptional ability to relate with people; building trusting and productive relationships
- Experienced in bookkeeping, administrative assistant, QuickBooks experience for small business
- Provided mentorship through local elementary schools for 2 years for early education children
- Excellent administrative, organizational, computer, and social media skills

## » Relevant College Coursework

- Applied Data Analysis in Sociology
- Quantitative and Qualitative Research
- Principles of Economics
- Management of Organization
- Principles of Marketing
- Behavioral Sciences and Statistics

## » Work Experience

August 2016-December 2016, San Antonio, Texas, Internship

- Provided implementation of administrative systems, procedures, and projects
- QuickBooks data entry and management
- Social Media daily projects
- Interview and Recruitment process

July 2014-January 2015, San Marcos, Texas, Aerie, Sales Associate

- Proficient at sales, customer service, cashier, product inventory, and sales displays

July 2013-January 2014, San Marcos, Texas, Levi's, Sales Associate

- Provided courteous and professional customer service
- Used company-issued schematics to set product presentations according to standards
- Effective working independently as well as on a team

June 2011- February 2012 San Antonio, Texas, Copeland's, Hostess

- Handled telephone reservations for large and small groups
- Greeted and seated all guests in a professional and friendly manner
- Maintained clean restaurant standards
- Assisted with customers request to ensure positive experience

May 2010- August 2010, San Antonio, Texas, SC Consulting, Administrative Assistant

- Performed administrative duties using Microsoft Office, Outlook
- Completed tasks and errands as directed; expedient, reliable, dependable
- Provide bookkeeping support using QuickBooks
- Skilled in Microsoft Office products