

Jordan Martinez

 Denver, CO  303-555-0198  jordan.martinez@email.com

Education

East High School

Expected Graduation: May 2026

Relevant Coursework: *Business Foundations, Communications*

Experience

Crew Member

QuickBite Burgers, Denver, CO

June 2025 – Present

- Assisted 60+ customers per shift in a fast-paced environment
- Handled cash and card transactions accurately
- Worked with a 6-person team to maintain efficient service during peak hours
- Resolved customer concerns calmly and professionally

Volunteer Event Assistant

Community Spring Festival, April 2024

- Welcomed and checked in over 100 attendees at the registration table
- Answered guest questions and provided information about event activities
- Coordinated with vendors and volunteers to ensure event setup and flow ran smoothly

Volunteer Fundraiser Helper

Highland Animal Shelter, December 2023 – March 2024

- Helped organize and set up a community fundraiser event
- Assisted with donation collection, raising \$1,500 for shelter needs
- Engaged with 75+ attendees, promoting shelter adoption programs

Leadership & Activities

JV Soccer Captain

- Led the junior varsity soccer team during practices and games
- Balanced academics and athletics

Certification

- **CPR & First Aid Certified** (American Red Cross)