

Jasmine Jordan

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4024 Harvest Crest Dr.
Richmond, VA 23223

Education

- **Longwood University, August 2018-May 2022**
Farmville, VA
Bachelor of Science in Education and Human Services
Anticipated May 2022
GPA: 3.1

Related Experiences (Internship)

- **Lunenburg Department of Social Services (190 Hours Completed)**
11387 Courthouse Rd,
Lunenburg, VA 23952
 - Took part in court visits and cases
 - Worked with case files as far as adoption and foster care children
 - Home visits, drug testing, school visits, documenting, and dictating those visits
 - Worked with client intake forms and Oasis
 - Community services, providing meals, clothes and furniture
- **HopeTree Family Services (513 Hours Completed)**
1030 Old Bon Air Rd,
Richmond, VA 23235
 - Case management
 - Home visits
 - Experience with ExtendedReach
 - FAPT, VEMAT, Team meetings
 - Assessments (DLA-20, CANS, Etc.)
 - Treatment plans, placements
 - Transportation of clients/children

Work Experience

- **Aces Sports Lounge, Richmond, VA** **May 2021- Present**
Host | Food Runner
- **1839 Events (Aramark Catering), Farmville, VA** **January 2019- December 2021**
Catering Service (Student Work)
 - Serving food, setting up and clearing tables, transportation of equipment.
 - Special events such as conferences, weddings, celebrations, or large gatherings.

- Walmart , Richmond,VA
Customer Service Desk | Cashier | Stocker | Money Center **June 2017- July 2021**
 - Scanning coupons, applying discounts, processing payments, and ringing up sales on computerized cash registers
 - Handling returns and answering questions about merchandise, store policies, and ongoing promotions
 - Assist associates across the store as needed
 - Smile, greet, and thank customers with a positive attitude

Volunteer/ Opportunities

- Longwood University Junior Mentorship
- Longwood University Women's Basketball Manager

Skills

- Social Media, Microsoft Office
- Customer Service, Organizational, Effective Listening, High Level of Communication, Management

Certifications

- eTIPS on Premise 3.0.1 – Virginia
- Master Barbering License

References

- **Tinko Johnson, Hermitage High School Teacher**
Hermitage Tech Center
8301 Hungary Spring Rd
Richmond, VA
Phone: (804) 756-3020 | Email: tsjohnson@henrico.k12.va.us
- **Octavia Gaston, Childcare Service Provider**
Village Learning Center
1219 N Laburnum Ave
Richmond, VA
Phone: (804) 648-5437 | Email: thevillagelearningcenter@yahoo.com
- **Dr. Erica-Brown Meredith, Longwood Assistant Professor**
Longwood University
201 High Street
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