

# Jordan D'Elia

2517 San Pablo Ave, Oakland, CA 94612, USA  
Oakland, CA, 94612  
(561) 568-2263  
jordan.delia@outlook.com

## CAREER OBJECTIVE

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Adaptable professional with proven communication, creative thinking, and multitasking skills. Aiming to leverage my abilities to successfully fill the CNA role at your company. Frequently praised as detail-oriented by my peers, I can be relied upon to help your company achieve its goals.

## WORK EXPERIENCE

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### Best Interstate Moving & Storage

Boca Raton, FL

Sales Agent

Apr 2018 – Feb 2019

- -Manage Customer Expectations-Meet and Exceed sales targets-Collect inventory of household goods

### Advanced Communications Group

Boynton Beach, FL

Account Manager

Apr 2012 – Apr 2018

- -Manage Client Profiles-Handle Customer Service-New Sales to existing clients -Manage accounts through CRM systems.-meet and exceed sales targets

Sales manager

May 2012 – Feb 2014

- -Meet and exceed sales targets-handle customer service and returns-order services via ATT CRM

Macy's

Boynton Beach, FL

Sales Associate

Apr 2011 – May 2012

- -Assist Customers with products-Manage Register and handle money-Provide customer service-Meet and exceed sales targets

## EDUCATION

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### PALM BEACH STATE COLLEGE

Lake Worth, FL

Completed coursework towards A.A. Business (May 2015)

## ADDITIONAL SKILLS

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- Proficiency in computers
- Excellent communication skills

## REFERENCES

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JOE GOUNTA, CHEF, N/A

(561) 634-6038 - joegiunta13@aol.com - Close family friend

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