

Jordan Hughes

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EDUCATION

The University of Tennessee, Haslam College of Business Knoxville, TN
Bachelor of Science in Business Administration Expected Graduation: December 2025
Major: Accounting Collateral: Finance
Cumulative GPA: 3.69

Walters State Community College Morristown, TN
Associate of Science in Business Administration Graduation: December 2023
Major: Accounting
Cumulative GPA: 3.516

WORK EXPERIENCE

DivisionWon Printing Rogersville, TN
Graphic Design & Customer Service June 2021 – January 2024
May 2024 - Present

- Oversaw graphic design projects by effectively communicating with team members so that projects were completed by their deadlines
- Proficiently used programs such as Adobe Illustrator and Microsoft Excel to complete daily tasks
- Consulted with customers both in-person and virtually to assist in choosing the product that best fit their needs in order to achieve a 100% satisfaction rate

Food City Rogersville, TN
Cashier March 2021 – June 2021

- Managed various POS systems to process transactions
- Developed a comprehensive understanding of the products offered in order to direct customers around the store and increase sales
- Resolved high-stress situations during busy times so that checkout lines moved quickly

HONORS & AWARDS

- Volunteer Transfer Scholarship–Awarded January 2024, up to 4 Semesters
- The University of Tennessee Knoxville-Spring 2024 Dean’s List, Magna Cum Laude
- TSCPA Scholarship–Awarded August 2024
- Rogersville Presbyterian Church Scholarship–Awarded August 2024, up to 4 Semesters

SKILLS & CERTIFICATIONS

- Bloomberg Market Concepts Certification–August 2024
- Microsoft Excel Skills Certification–Issued by Great River Learning at UTK–April 2024
- Critical Thinking with Excel–Issued by Great River Learning at UTK–April 2024