**Jordan Batista**

Jordanbatista510@gmail.com

(308) 320-8375

Address: 907 N Erie St. Apt. 6 Lexington, NE 68850

**Education**

Lexington High School

**Skills/Abilities**

* Bilingual
* Proficient in Microsoft Office: PowerPoint, Word, Excel, Outlook
* Ability to navigate multiple computer systems
* Experience interacting positively with customers
* Assembly experience
* Problem solving skills
* Strong work ethic
* Flexible/ adapt
* Communication skills
* Work well with others
* Fast learner
* Experienced at welding

**Work Experience**

**Team Member**, *Thomas Livestock Inc.,* Broken Bow, NE (May 2017- Nov.2017)

* lift, push or pull a minimum of 50 pounds
* Operate work devices
* Ensure a safe working environment
* Provide clean/safe environment for animals

**Achievements**

* Welding Certificate

Above are a few of my skills and abilities. As an individual, I am willing to work hard and learn whatever I need to learn to become a great worker. I decided to apply here because it is a fairly large company and getting to work will not be a problem. I am willing to work any shift and weekends if I need to. I speak both English and Spanish and have great communication skills. I do not have a lot of work experience but all I need is an opportunity to show have a good employee I can be.