

Jordan M. Waller

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EDUCATION

MIAMI UNIVERSITY FARMER SCHOOL OF BUSINESS- GPA: 3.31 Oxford, OH
Bachelor of Science in Business // Major: Finance
Expected Graduation: May 2020

WELLS COLLEGE FLORENCE STUDY ABROAD PROGRAM Florence, Italy
Student Participant August 2018 – December 2018

- Completed 12 hours of curriculum coursework at the Italian International Institute of Lorenzo de' Medici
 - Enhanced cross-cultural communication skills
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PROFESSIONAL EXPERIENCE

FLEET RESPONSE Cleveland, OH
Business Development Intern May 2019-August 2019

- Increased average viewing time on company website by optimizing SEO search terms and developing hyperlinks
- Expedited the insurance claim process by actively communicating with clients and auto companies with the goal of providing efficient customer service
- Developed a unique set of solutions on a customer-to-customer basis to instill synergized communication between all parties

LAWN CONTROL CENTER Cleveland, OH
Management and Logistics Intern May 2018-August 2018

- Estimated and analyzed potential project values to advise team with profitable business strategy
 - Analyzed material and labor costs in relation to work force allocation to inform supervisor on most cost effective strategies
 - Calculated potential profit opportunities using excel formulas to make informed decisions on the best properties to target
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ADDITIONAL EXPERIENCE

BUFFALO WILD WINGS Mentor, OH
Waitress July 2015-Present

- Excelled in fast-paced work environment, quickly adapting to the demand of the restaurant industry by picking up extra shifts and tables
 - Provided excellent customer service and improved my multitasking and communication skills
 - Trained 24 incoming staff members on relevant procedures and company values
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LEADERSHIP EXPERIENCE

BUSINESS STUDENT ADVISORY COUNCIL Oxford, OH
General Member February 2018-Present

- Actively collaborate with the Dean and students of the Farmer School of Business to create avenues of communication
- Led my team in planning and executing Farmer week with a \$2500 budget
- Serve as a mentor in our mentorship program in order to aid and assist new incoming Farmer School of Business students

KAPPA ALPHA THETA Oxford, OH
Recruitment Committee February 2017-Present

- Actively participate in the planning of our chapters 4 rounds of new member recruitment.
 - Organize shift schedules for 150 members, ensuring effective and smooth transitions.
 - Network, plan and fundraise for sponsored events that benefit the sororities philanthropy.
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RELEVANT SKILLS

- Microsoft Excel (Proficient)
- Lucidchart
- SQL