

Justin L. Gordon

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EDUCATION

Tennessee Technological University, College of Business

Cookeville, Tennessee

Major: Human Resource Management

Projected Graduation Date: May 2018

CAREER SUMMARY

July 2016 – Present

Dominos Pizza

Cookeville, Tennessee

Pizza Delivery Expert

- Provide excellent customer service and a satisfactory experience
- Responsible for prompt delivery of orders
- Assist with answering phone calls, placing orders, and performing prep work for food items
- Train new employees upon arrival

**August 2014 –
July 2016**

Tennessee Technological University

Cookeville, Tennessee

Resident Assistant

- Managed a diverse residence hall floor housing 30+ students
- Facilitated the social, academic, and personal adjustment of students to the residence hall and University
- Served on a duty rotation to ensure safety and security in the hall
- Mediated conflict within hall
- Developed and implemented programs for residents using learning outcomes

INTERNSHIPS

May – August 2015

Enterprise Rent-A-Car

Nashville, Tennessee

May – August 2016

Management Trainee Intern

- Participated in sales, marketing, operations, and finance
- Provided superior customer service by effectively communicating, influencing, and interacting with all types of customers
- Maintained a competitive ranking by maintaining strong relationships with the current customer base and developing new connections

**June 2012 – June
2013**

US Community Credit Union

Nashville, Tennessee

Intern/Financial Service Representative

- Accepted deposits and loan payments, verified cash and endorsements, and cashed checks
- Issued money orders, cashier's checks, and redeemed savings bonds

AFFILIATIONS/AWARDS

- Member | Business and Information Technology Scholars Program | *October 2015 - Present*
- Resident Assistant of the Month | *March 2016*
- Ambassador | Tennessee Tech | *May 2015 – May 2016*
- Winners Circle | *June 2015*
- Tour Guide, Tennessee Tech | *August 2014 – May 2016*
- Youth Suicide Prevention Training | *March 2015*
- Habitat for Humanity International | *April 2015*