

JORDAN KAI

FIRST JOB
DEMO RESUME

Entry-Level Candidate | Customer Service | Operations | Administrative Support

Toronto, Ontario • jordan.kai.demo@example.com • (555) 010-2048
Available for full-time entry-level opportunities • Open to on-site, hybrid, and selected remote roles

PROFILE

Dependable and motivated early-career candidate seeking a first full-time role. Comfortable learning new systems, working with customers and teammates, following procedures, and taking responsibility for day-to-day tasks. Brings curiosity, clear communication, a positive work ethic, and a willingness to start at the ground level and grow.

CORE STRENGTHS

- Customer service & front-desk support
- Written and verbal communication
- Data entry & document organization
- Learning new software and procedures
- Reliable attendance & punctuality
- Basic Microsoft 365 / Google Workspace
- Teamwork in busy environments
- Scheduling, follow-up & task tracking

EXPERIENCE

Campus Welcome Desk Volunteer

2025 - 2026

Student Services - Toronto, ON

- Greeted students and visitors, answered routine questions, and directed people to the right office or service.
- Helped organize sign-in materials, handouts, schedules, and event supplies during busy orientation periods.
- Practiced clear communication, patience, and follow-through when requests required help from another team member.

Part-Time Retail / Community Event Support

2024 - 2025

Short-term and volunteer assignments - Toronto, ON

- Assisted with setup, customer questions, light inventory handling, cleanup, and keeping shared spaces organized.
- Followed instructions from supervisors, adapted to changing priorities, and completed assigned tasks on time.

EDUCATION

Ontario Secondary School Diploma

Completed 2026

Toronto, Ontario

WHAT I AM LOOKING FOR

Entry-level opportunities in customer service, retail, hospitality, office / administrative support, operations, warehouse / fulfillment, or junior digital / creative work. Most interested in teams that provide clear training, practical responsibility, and room to grow.

INTELLYPOP DEMO This résumé is a fictional example created to demonstrate a PDF attachment inside a First Job Pop. Contact information and experience are illustrative.