

Jordan A. Kramsky
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Objective To obtain work experience in a diversified and competitive environment that allows for creative expression and personal growth.

Education 1997-2001 Plano West Senior High School Plano, Tx.
Graduated

2001-Present University of Texas – Austin Austin, Tx
Currently Pursuing Degree In Applied Learning & Development
Minor: Spanish

Summary of qualifications Extensive PC knowledge including: HTML, C++, JavaScript, WYSIWYG Programs, Dreamweaver, Flash, Fireworks, FTP Applications, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Various Operating Systems, Various Browsers (Netscape, Mozilla Firefox, Internet Explorer), Mail Clients/Programs
130+ WPM Typing Ability and above average organizational skills and attention to detail
Experience working with and teaching adults and children.
AAU Certified Instructor / Judge of Chinese Martial Arts
Flexible and Resourceful Mindset, fast learner, team player with eagerness to acquire and use new skills.
4+ Years Retail Experience
Food Service and Wait staff Experience
18 years of Martial Arts study / 7 years. Soo Hwa Kung Fu as instructor

Languages Spanish: 7-9 Years Exposure. Ability to Read / Write and Speak fluently.
Hebrew: 5-7 Years Exposure. Ability to Read/Write

Work experience 1994 - 2002 Martial Arts Center of Plano Plano, Tx
Instructor

Responsibilities include: Individual / Group Lessons, developed and administered Summer Camp Program, Administering Belt Examinations, & Child/Women's Self-Defense Seminars

2002-Present GameStop Inc. Austin, Tx
Game Advisor

Responsibilities Including: Asst. Mgr, Cashier, customer service, with sales and General Store Maintenance

Summer 2005 Dittmar Recreation Center Austin, Tx
Camp Counselor

Responsibilities Include: Running summer camp program teaching self-defense to children ages 4-10.

May 2006 – August 2006 U.S. Department of Commerce Austin, Tx
Enumerator

Responsible for determining vacant/delete status of locations for 2006 test census.