

Jorden Burke

My One Page Profile

What people like and admire about me

Good memory for names, 'great at fixing the photocopier', 'he is very friendly, polite, respectful, well mannered, and hardworking',

'I like that Jorden is always well presented and polite', 'makes a point of always saying good morning and good bye to everyone'



What is important to me

- ★ Being able to use office equipment; like the photocopier, and the computer. I like to look at my emails
- ★ Everyone to say 'hello' to me, and ask how I am
- ★ I like to use my task list every day, so that I know what I am doing that day. Nicky sometimes give me extra jobs. I always like to be busy.
- ★ I like to be kept up to date with any changes
- ★ I bring my own drinks to work
- ★ I like to spend time with my family and keep in touch with my friends via the computer



How best to support me

- ★ Keep me busy
- ★ Keep me informed of any changes in the office
- ★ Let me help you if you are struggling with the photocopier

