

Jordan Decker

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Work Experience

Official Legal Court Reporters Proof Reader (South Carolina)

Paid Internship

June 2022 – May 2023

- Read from 35-40 pages of court hearing recording scripts for each document
- Using Microsoft Word, I edited and made corrections such as spelling mistakes or any notes for sentences that seem to be improper language, just in case if that was not how it was originally said.
- Used official legal dictionaries to search up every Title and Section mentioned to research and verify the charges mentioned in the recordings.
- I handled classified documents of court hearings and took the steps to make sure the information was safely transferred back to the Legal Court Reporter I was proof reading for.
- I was capable of finishing about 2 documents per week
- I was paid usually around 10 cents per page, making about \$30-40 per document.

Robins Air Force Base

Warner Robins, GA

Recreation Aid (LIFEGUARD)

June 2020 – September 2022

- Monitored activities within assigned swimming areas.
- Rescued and resuscitated individuals in danger of drowning and rendered first aid to injuries.
- Assisted in cleaning and maintaining the swimming facility.
- Performed gate control duties.
- Assisted water safety instructor in conducting swimming lessons.
- Participated in required in-service training and maintains currency, capability, and certification to perform lifesaving and water rescue, and to administer basic first aid and CPR.

Camp Invention Counselor (Leadership Intern) (Volunteer) Summer 2019

- Helped to smoothly run a community of 62 students.
- Ran the hall desk, sorted and delivered packages, and answered student questions.
- Taught children different science related subjects, leading activities and helped explain the science behind their projects.
- Robotics Class team leader

Two Guys and a Pie (Delivery Driver & Front Counter)

December 2017 – August 2019

- Delivered Pizza to houses
- Clean Dishes
- Clean the floors (mop and sweep) both kitchen and front of house (Eating Area)
- Take people's orders and bring their food to them

Fixed/ Built people's Computers (Personal Business)

November 2015 – May 2018

Worked Full Time on my Own Schedule

- People would contact me either through phone or email and they would ask me to help them with their computers, most of the time it was to fix them and sometimes it was to build them.
- I would usually charge from \$25-\$50, depending on the service
- I did this job while I was in High School so I can make some side money
- Most of my customers were students, some times even teachers and people outside my school.

Library Book Organizer

December 2013 – August 2015

- Took books from return pile and organized them into the correct location in the library
- Cleaned tables and organized papers
- Replaced brochures put on the table
- Helped organize and set up events occurring in the library

Education

Georgia Southern University

Statesboro, GA

Bachelor of Science, Criminal Law & Justice, May 2023

Minor in Psychology

Skills

- Programs: Microsoft Word, Excel, Adobe Premiere Pro, After Effects, Photoshop, Audition, Figma, Logic Pro X, WordPress

Extracurriculars and Leadership

- GSU Physics and Astronomy Club – 2020-2022
- GSU College of Behavioral Sciences Advisory Committee - 2020-2022

High School

- Robotics Club - 2015-2017
- Chess Club - 2015-2018
- STEM Honors Society Member
- Language Arts Honors Society Member
- Varsity Baseball

Honors and Awards

- HOPE Scholarship
- STEM Honors Society Member
- GSU College of Behavioral Sciences Dean's List