

Jordan M. Page

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Gobles, MI 49055

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Driven and high-energy professional with proven ability to effectively align skills and talents to meet and exceed organizational goals. Strong interpersonal communication skills and relationship building skills with ability to establish relationships and communicate effectively with customers.

Professional Experience

Legal Clerk

Kelly Page, Attorney at Law, Paw Paw, MI

September, 2014 – Present

- Worked for lawyer who practiced criminal defense and family law
- Proofread legal documents for grammar, case citing, and managed where to appear in court
- Answer multi-line phone system, manage incoming calls in order of importance, and take messages for various office staff as well as delivery of messages
- Provided court courier services for filing pleadings and receiving legal documents
- Collected accounts receivable from clients

Nuclear Maintenance Contract Employee

Palisades Nuclear Power, Covert, MI

May-September, 2014-2017

- Functioned with high security clearance that powered south western Michigan
- Responsible for inspecting and replacing out dated equipment
- Traveled to external sites to dispose of non-compliant equipment
- Managed the daily safety checklist and daily safety meeting

Volunteer

Campaign Elections, Van Buren County, MI

July-September 2014, 2016

- Assisted with successful elections of the Van Buren County Prosecutor (2014) and the Van Buren County 7th District Court Judge (2016)
- Installed election signs and handed out campaign literature
- Conducted door to door campaigning, ahead of precedence and as part of a voter list

Harvester Operator/Supervisor

Leduc Blueberries, Paw Paw, MI

June-August 2012-2013

- Supervised a work crew of 5-7 employees, to harvest several thousands acres of the blueberry farm
- Operated the harvester, managed and outlined each individual task for crew members
- Mechanically maintained, serviced, and cleaned the harvester daily

Technical Skills

Microsoft Word
PowerPoint

Microsoft Excel (macros & formulas)
Microsoft SQL

Education

Bachelor of Business Administration
Western Michigan University
Major: Accountancy

Kalamazoo, MI
June 2018
GPA: 3.12

Associate of Liberal Arts
Kalamazoo Valley Community College
Business Administration

Kalamazoo, MI
May 2016
GPA: 3.71