

# JORDAN ALEXIS

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## COMPUTER SKILLS

- Intermediate Knowledge of Adobe Photoshop, InDesign, Illustrator, Premiere Pro, and XD.
- Understanding and Translating computer data, proficiency in cloud computing, IT, basic audio production.
- Intermediate knowledge of creating and designing websites.
- Have intermediate skills in Microsoft Word, Excel, and PowerPoint.
- Have basic knowledge using Social Media.

## EXPERIENCE

*Spring Intern, WBAI Radio, Brooklyn NY*

January 2019-May 2019

- Assisted in Sorting and Mailing out prizes for their WBAI Buddies.
- Managed their Social Media Using Hootsuite
- Assigned in managing some Customer Service tasks.
- Assisted in their event calendar by using Photoshop to make the pictures for each article presentable.
- Assisted in mailing and sorting out premiums for their WBAI Buddies.

*Multimedia Internship, SYEP, The Challenge Publisher Group, Brooklyn NY*

July 2018 – August 2018

- Assisted in creating a modernized version of a newspaper called “The New American” by making it in Adobe InDesign from scratch.
- Used Photoshop to make images given to me more presentable.
- Distributed the Newspaper to the boroughs of New York.

*Multimedia Developer Internship, SYEP, St. John's Recreation Center, Brooklyn NY*

July 2017 – August 2017

- Learned about Adobe Photoshop, Illustrator and InDesign effectively.
- Learned how to record audio using GarageBand and using audio to create a 3-5-minute video using Windows Media Player.

*Day Care Worker, SYEP, Charles Churn Christian Academy, Brooklyn NY*

July 2014 – August 2014

- Assisted making sure the children (5-10) went to their destinations safely.
- Assisted in making activities, organized the work and camp environment.
- Carried equipment to wherever they needed to be.

## EDUCATION

**Borough of Manhattan Community College (Bmcc), Manhattan, NY**

Associated In Science, Major: Multimedia Programming and Design

Expected: May 2019

**Technical Career Institute (TCI), Manhattan, NY**

Credits towards Networking Technology Degree; May 2017

**Bramson Ort College, Queens NY**

Credits towards Computer Information Systems: Major Game Design; January 2017

## PROJECTS

This site connects all the work that I have done through the years I have been in college:

[https://jordan721.github.io/Central\\_Site/](https://jordan721.github.io/Central_Site/)