

Jordan Reanier- 2018 Resume

EXPERIENCE

The Exponent, 1-114 Wilson Hall— News Writer

September 2017 - Present

- Article writing
- Research
- Interview Experience

Allen Yarnell Center for Student Success, 177 Strand Union Building — Front Desk Associate

September 2017 - Present

- Scheduling appointments
- Asking student questions
- Answering phones
- Preparation for campus events
- Article Writing

Montana Manufacturing Extension Center, 2310 University Way Building 2 — Marketing and Writing Student Worker

May 2017 - August 2017

- Event Planning and Website Registration Development
- Marketing through social media and other means
- Front Desk Experience
- Answering phones
- Newsletter writing
- Cvent Training
- Basic administrative assistant tasks

The Copper Horse, Bozeman Yellowstone International Airport, 850 Gallatin Field Rd, Belgrade, MT 59714 — Cashier, prep cook and fry cook

June 2016 - January 2017

- Frying cooking
- Customer service and money handling
- Basics of prep cooking
- Cleaning
- Fast paced environment

Revival Cry Ministries, PO Box 432 — Sales Associate

January 2012 - August 2014 (Occasionally in the present)

- Development and experience with customer service
- Taking account of stock
- Running Credit Cards and managing money
- Product setup and display
- Upselling books and CD's, increasing income by 20-30%
- Personal communication skills
- Networking with customers to provide new opportunities for Dennis

EDUCATION

Belgrade High School, 303 N. Hoffman St, Belgrade, MT 59714 — High School Diploma

August 2012 - May 2016

Montana State University

August 2016 - May 2020

Bachelor of Arts in English-Writing and English-Literature



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SKILLS

Sales
Barista
Communication skills
Public Speaking
Singing
Writing- both academically and creatively
Good work ethic
Publisher
MailChimp
Cvent
Montana State University website
Excell
Word
Answering Phones
Press Release and Article
Newsletter Writing
Event planning
Article Writing
Website Writing
Customer Service

PROJECTS

Revival Cry Ministries — Public Speaking and Ministering

Belgrade Newspaper — Internship

An internship during the summer of 2015, spent submitting articles to the sports section.

MSU AID Spirit - Campus Fundraising Club for a facility in Uganda