

# Shay Jordan

PROJECT MANAGER AND ENGAGEMENT PROFESSIONAL IN HIGHER EDUCATION

Norwich, Norfolk

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shayjordan

## Experience

### University of East Anglia (UEA)

Norwich, UK

#### VARIOUS ROLES

Post-16 Outreach Officer

Pre-16 Outreach Project Officer

Student Ambassador

Apr. 2019 – Present

Oct. 2024 – Present

Sep. 2023 – Oct. 2024

Apr. 2019 – Sep. 2023

- Managed, designed, and delivered large-scale projects and events to widen access and participation in Higher Education
- Designed and implemented automated workflows to optimise communications in UEA's teacher and adviser strategy
- Managed relationships with internal and external stakeholders, including partner schools, young people, and marketing agencies
- Set and managed significant budgets across several large-scale projects.

### Kuk Sool Won

#### MARTIAL ARTS INSTRUCTOR AND SAFEGUARDING OFFICER

Kuk Sool Won of Beccles

Kuk Sool Won of Lowestoft

Apr. 2016 – Present

Jan. 2025 – Present

Apr. 2016 – Jul. 2025

- Fourth Degree Black Belt Instructor, sharing 20+ years of experience with students of all ages and abilities
- One-on-one and whole-class teaching, dynamically adapting to students' needs
- Qualified referee for international tournaments.

### PGCE Placement Schools

#### STUDENT MATHEMATICS TEACHER

Benjamin Britten Academy of Music and Mathematics

Cliff Park Ormiston Academy

Oct. 2022 – Jun. 2023

Feb. 2023 – Jun. 2023

Oct. 2022 – Jan. 2023

- Prepared and taught sequences of lessons for students of all abilities from years 7 to 11
- Built positive relationships with students and staff, and engaged in activities in the wider school community.

### uea(su) – UEA Union of Students

Norwich, UK

#### VARIOUS ROLES

MTH School Convenor

MTH Course Representative

Jun. 2019 – May 2022

Jun. 2021 – May 2022

Jun. 2019 – May 2021

- Co-chaired *Student-Staff Liaison Committee* meetings within the School of Mathematics
- Represented the views of students regarding issues within the university to various committees within UEA and the Students Union
- Worked together with faculty members to ensure issues affecting students within the school are resolved.

### School of Mathematics, University of East Anglia (UEA)

Norwich, UK

#### RESEARCH INTERN

Jun. 2021 – Jul. 2021

- Investigated the mathematics behind number puzzles such as Sudoku and Futoshiki
- Worked closely with a supervisor and PhD student to acquire new technical skills to problem solve
- Discovered and published a new sequence of integers on the OEIS (Sequence No. A346008).

### UEA MathSoc

Norwich, UK

#### VARIOUS ROLES

President

Publicity Officer

Jun. 2019 – May 2021

Jun. 2020 – May 2021

Jun. 2019 – May 2020

- Led the committee, delegating roles, and identifying aims and objectives
- Liaised with various stakeholders to promote and run events for students – including social, academic, and careers events
- Led various campaigns to promote Equality, Diversity, and Inclusion within Mathematics.

## Education

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### University of East Anglia (UEA)

PGCE SECONDARY MATHEMATICS (WITH QTS)

Norwich, UK

Sept. 2022 – Jun. 2023

### University of East Anglia (UEA)

MMATH (HONS) MASTER OF MATHEMATICS (2:1)

Norwich, UK

Sept. 2018 – Jun. 2022

### East Norfolk Sixth Form College

A LEVELS IN MATHEMATICS (A), PHYSICS (C), SOCIOLOGY (B)

Gorleston, UK

Sept. 2016 – Jun. 2018

### Benjamin Britten High School

10 GCSEs INCLUDING ENGLISH LANGUAGE (B), MATHEMATICS (A)

Lowestoft, UK

Sept. 2011 – Jun. 2016

## Additional Interests

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### Technology & Computing

- Keen interest in technology, motivating a confident ability to quickly learn new systems
- Skilled in packages such as Microsoft Power Platform and Microsoft Office for understanding and representing data
- Experienced in web development and have knowledge of Python and Java programming.

### Digital Creativity

- Award-winning street and travel photographer
- Experienced and knowledgeable in digital marketing and creative design, using Adobe and Affinity software packages
- Capable in video editing with Final Cut Pro.

### Travelling & Volunteering

- Experienced Traveller, keen to learn about and explore alternative cultures
- Volunteered at a Thai orphanage
- Founded and chaired *Waveney Eco*, leading on award-winning environmental projects.

## Awards

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2021 **Graham Everest Prize for Significant Contribution to the School of Mathematics**, UEA

Norwich, UK

2018 **Award for Contribution to College Life**, East Norfolk Sixth Form College

Great Yarmouth, UK

2015 **Education Award**, Bernard Matthews Youth Awards

Norwich, UK

### References Available Upon Request