

Jordan O. Smith

3829 Dogwood Farms Rd, Decatur, GA 30034
404.908.6954 ~ Email: jordanosmitty@gmail.com

EDUCATION

Georgia State University

Major: Computer Information Science
Grade Point Average: 3.01/4.00

*Atlanta, GA
Anticipated Graduation: May 2017*

Florida A&M University

Major: Computer Information Science
▪ National Merit Achievement Finalist, Life Gets Better Scholar

*Tallahassee, FL
August 2012- May 2014*

RELEVANT COURSEWORK

Web Development / Fundamentals of Programming / Calculus 1 / Calculus 2 / Applied Security Program, File and Data Structures / Discrete Structures / Computer Ethics and Professional Responsibility / Object Oriented Programming/ Computer Organization/ System-Level Programming/ Computer Architecture

WORK EXPERIENCE

Early Childhood Development Co., LLC

IT Coordinator

*Atlanta, GA
June 2015 - June 2015*

- Creation and maintenance of ECDC's company wide Intranet.
- Resolved a wide array of technical and network issues at ECDC Headstart centers across Georgia.
- Tracked and inventoried equipment, as items were purchased, delivered, and installed to the different ECDC locations.
- Updated the code of existing forms and programs used by ECDC to keep up with the constantly changing needs of the organization.

Wade Walker YMCA

Personnel and Camp Administrator

*Stone Mountain, GA
June - August 2013*

- Supervised day camp activities for summer camp of over 200 children and 30 counselors.
- Managed a team of volunteers that assisted with camp operations throughout the camp day.
- Communicated with parents and worked effectively with counselors to address their concerns in a timely and professional manner.
- Created and implemented a new camper check-out system for the center that reduced traffic and ensured the children were brought to their parents safely.

LEADERSHIP AND DEVELOPMENT

Alpha Phi Alpha Fraternity Inc

Corresponding Secretary, Director of Educational Activities & Special Events Chair

*Atlanta, GA
March 2014 - Present*

- Planned, organized and oversaw 2 major special events in the Fall of 2016 that grossed over 15,000 dollars in profit and brought in over 1,500 people in total attendance.
- Served as a liaison from our chapter to the many organizations and groups on campus. Organizing collaboration events and overseeing and maintaining our relationship with administration on campus.
- Designed and implemented an Education Responsibility Accountability system throughout the chapter that caused increases in the the semester GPA's of every brother in the chapter in its 1st semester of implementation (Spring 2016)

Distinguished Young Gentleman of America

Tutor, Mentor

*Tallahassee, FL
February 2013 - May 2014*

- Tutor high school students in SAT Prep, Math, English and Science.
- An available confidant to students dealing with personal or school-related issues.
- Speak at college preparation events, informing students of ways to succeed in college.

SKILLS

- **Operating Systems:** Windows, MACOS, and Linux
- **Programming:** Java, C++, UNIX, HTML, C and Visual Basic
- **Applications:** Microsoft Office, Adobe PhotoShop , VAN, Final Cut Pro, Xcode, CodeBlocks, Netbeans, Visual C++ and PeopleSoft.