

Jenna Jordan

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🏠 203 Calm Winds Ct, Cary, N.C. 27513

EDUCATION

University of Illinois at Urbana Champaign

Master of Science in Library and Information Science

Aug 2018 - May 2020
(expected)

University of North Carolina at Chapel Hill

Bachelor of Arts in Journalism and Mass Communication,
with a Second Major in Political Science with Honors

Aug 2011 - May 2015
Graduated with Honors
GPA: 3.6 / 4.0

CERTIFICATES & FURTHER EDUCATION

Cambridge CELTA

International House Budapest

Jan - Feb 2016

- CELTA: Certificate in Teaching English to Speakers of Other Languages; Accredited by the University of Cambridge; Completed 120 contact hours, including 6 hours of teaching practice.

Python Programming Intro

Wake Tech Community College

Sept - Dec 2015

- Learned Python syntax and the basics of Object Oriented Programming.

jQuery for Web Programming

Wake Tech Community College

Sept - Dec 2015

- Learned about jQuery syntax and how to code basic jQuery effects for a webpage.
- Incorporated previous knowledge of HTML and CSS.

ACADEMIC EXPERIENCE

Honors Thesis in Political Science: "Stopping the Bloody Cycle of Civil Wars: the effect of specific regime type on civil war recurrence"

Sept 2014 - April 2015

- Wrote a 10-page review of the literature on civil war, factors effecting their recurrence, the theory of democratic peace, and the role of consensus democracies
- Developed my theory on why consensus democracies would experience the least conflict and a method for categorizing each regime
- Aggregated the dataset needed for analysis using Stata, with data collected from 12 sources
- Analyzed dataset in Stata using logistic regression for the 5 models I developed to test my hypotheses.
- Defended my thesis in front of a panel of 3 political science professors, including my advisor.

International Strategic Crisis Negotiations Exercise

Oct 2013, 2014

- Collaborated with students from local universities and the U.S. Army War College in country-teams to solve simulated international crises by negotiating a peaceful solution to the South China Sea crisis (in 2013) and the Sudan-South Sudan conflict (in 2014).

Carolina International Relations Association (MUN)

Jan - Dec 2013

- Attended club meetings, participated in mock conferences, and helped host the Spring 2013 Model United Nations conference for high school students as a Crisis Committee Staff Member.

Daily Tar Heel

Staff Writer

Sept 2011 - May 2012

- Wrote 13 news articles for the State & National Desk of UNC's campus newspaper
- Articles focused on state-wide educational issues and the N.C. gubernatorial race.

INTERNSHIPS

U.S. State Department

Intern, U.S. Mission to the UN

Jan - April 2014

- Internship component of the UNC Honors Burch Field Research Seminar in Washington, D.C., Domestic and International Affairs Internship Program. I worked as an intern for 4 days/week, and attended classes taught by various guest lecturers 1 day/week.
- Supported the USUNW Senior Policy Advisors, Speechwriter, and Executive Assistant with research, copywriting, and administrative tasks; as well as writing executive summaries and taking notes on office, cross-bureau, and inter-departmental meetings for the USUNW office team.
- The USUNW office advises the U.S. Ambassador to the United Nations, and serves as a bridge between the United Nations, the Executive Office, and the National Security Council.

The Durham Herald-Sun

Intern, Staff Writer

May - Aug 2012

- Funded by the Jim Batten Community Newspaper Internship Award, received in Spring 2012.
- Wrote 20 news articles that were published in the paper and online.
- Gathered information by attending events, researching online, and interviewing sources.
- Shadowed reporters and worked as part of a team in the small community newsroom.

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EMPLOYMENT HISTORY

Self-Employed with a family Au Pair Jan 2018 - July 2018
Madrid, Spain 6 months (present)

- Take care of two children (aged 9 & 10) in the mornings and afternoons, and help them with their homework. Improve their English skills through conversation, reading books, and writing.
- Take Spanish classes (2 hrs/day); participate in a “Philosophy, Politics, & Economics” Meetup.

Corem Language Institute English Teacher June 2016 - Aug 2017
Yangsan, South Korea 15 months

- Taught English as a Foreign Language to Kindergarten and Elementary students in Yangsan, South Korea, at a private academy (hagwon). I taught an average of 8 40-minute classes each day.
- My kindergarten students were 5-6 years old. In addition to teaching basic reading, writing, and conversational skills I taught fun math, science, and arts & crafts lessons. I also wrote bimonthly progress reports for each student, administered occasional tests, and helped to conduct monthly “phone interviews” with the students in the upper-level classes.
- My elementary students were 7-12 years old. In addition to teaching language lessons, I was in charge of making and grading their tests and writing bimonthly progress reports for each student.

Jury-X LLC Research Assistant Nov 2015 - May 2016
Chapel Hill, North Carolina 6 trials over 7 months

- Jury-X is a Voir Dire research firm that specializes in providing service for litigation cases involving tobacco, medical malpractice, auto, product liability and the First Amendment.
- Worked as part of the team responsible for researching and scoring all potential jurors in a trial. We used social media and other public records to rate bias and leadership potential, as well as find potential red flags that would be cause for dismissal, for the lawyers’ use.
- Participated in 6 separate trials, with voir dire typically lasting three days.

Freeman Enterprises Research Assistant Sept 2015 - Dec 2015
Raleigh, North Carolina 130 hours over 4 months

- Updated and maintained the recruiting firm’s database of Medical & Liability professionals in PCRecruiter. I added & updated email addresses, coded the professionals’ skills based on resumes, transcribed interviews conducted by the recruiter, screened LinkedIn invitations for the recruiter, and used LinkedIn profiles to add information to the database.

RMS, Inc Administrative Assistant July 2015 - Sept 2015
Raleigh, North Carolina 8 weeks

- Responsible for manning the front desk (answering phone calls, welcoming visitors) and assisting the Business Manager in tasks around the office such as filing, cleaning, preparing and editing documents, organizing staff lunches, etc.
- I was assigned to work for RMS for a period of 8 weeks (to cover for an employee on maternity leave) through the staffing firm Frankel Staffing Partners.

SKILLS

DATA & ANALYSIS

- **Stata** to create, merge, and modify datasets and their variables; experience performing regression analyses in Stata and interpreting the results.
- **Excel** to manipulate and display data; experience using pivot tables, writing functions that reorganize and analyze data.
- Data journalism tools to collect, clean, and display data: **Tableau**, Google **Fusion & Refine**, webscraping tools, and **ArcGIS**.

WRITING & RESEARCH

- **Academic papers** with a literature review & quantitative results using statistical analysis.
- Concise **news articles** using interviews and research.
- Narrative **feature stories** grounded in solid reporting.
- **Editing**/Copywriting: AP style, spelling & grammar, and fact-checking.
- **Research** using social media & public records.

WEBDEV & DESIGN

- Highly Proficient with Adobe **InDesign**; Some experience with **Photoshop** and **Illustrator**.
- Basic knowledge of **HTML & CSS**; Some knowledge of **jQuery & Python**.