

Jordan Stokes

5085 Mohawk, Clarkston, MI
ajordanstokes@aol.com • Cellular 248-462-1893 • Home 248-394-1648

Education

Michigan State University **Fall 2014-Current**
Major: Professional Writing Minor: Digital Humanities

Oakland Community College **Spring 2014-Summer 2014**

Northern Michigan University **Fall 2012-Fall 2103**
Major: English Minor: Spanish

Clarkston High School 6093 Flemings Lake Road Clarkston, MI 48346 **Graduate 2012**
GPA 3.5

Work Experience

William Beaumont Hospital **June 2013 - Current**
Patient Registration

Responsible for filing, reading physician orders, calling and paging doctors, customer service relations, and verifying insurance and other patient information.

Clarkston High School **Aug 2010 – May 2013**
Editor PawPrints Newspaper

Responsibilities included layout of centerspread and front page of high school newspaper. Took and edited photographs, conducted interviews, wrote one to two articles per edition, and editor of the entire layout.

Summer Nanny **Summer 2010, 2011**

Responsibilities included complete care of three children ages 12, 9, and 8 for four days a week during the summer. Organized activities, such as movie days, beach days, and other summer outings.

Part time after school Nanny **Winter 2012**

Responsibilities included taking care of four children ages 4, 6, 8, and 10. Duties included picking up children from school and daycare, providing snack, and assisting in homework.

Volunteer

Pine Knob Elementary PTA Meeting Child Care **2010-2011**

Responsibilities included organizing activities and assisting with homework for 10 children during all of the PTA meetings.

Chiefs Football Director**Fall 2007, 2008, 2009**

Team manager responsibilities included daily check in, organizing snacks, and providing water for the players three hours a night, five days a week.

Activities and Accomplishments

- 4.0 GPA, Deans List, Winter Semester Northern Michigan University
- Six years of Spanish
- Five year member of Clarkston Impact travel soccer team
- 2012 Journalism Department Award
- Chosen three years to showcase my art in the community art show.
- Captain of Freshman and JV High School soccer team