

# Jordan Stokes

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## Education

### Michigan State University

Fall 2014–Current

Major: Professional Writing, Minor: Digital Humanities

### Northern Michigan University

Fall 2012–Fall 2013

Major: English Minor: Spanish

### Clarkston High School

Graduate 2012

6093 Flemings Lake Road Clarkston, MI 48346

GPA 3.5

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## Work Experience

### ECWCA Newsletter

October 2014–Current

#### *Digital Content Manager, Producer*

Worked to create a digital identity in an ethical way for the ECWCA (East Central Writing Centers Association) organization. Strategized and collaborated with a team to design the site and newsletter to best fit the ECWCA community and enforce its ideas.

### 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

August 2010–May 2013

#### *Editor of 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. Also 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.

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**Service****MSU Migrant Student Services (CAMP)****Fall 2014*****Designed Flyers***

Worked with CAMP (College Assistance Migrant Program) to target a specific problem area for CAMP students at MSU. CAMP students are typically from southern states and are of low income. I particularly focused on their lack of winter clothing and provided resources such as flyers, to let them know about Michigan winters, what to wear vs. what not to wear, and where to find winter clothing.

**Make a Difference Day****Fall 2012, Fall 2013**

Volunteered to rake leaves and clean up the yards of elderly and disabled people in the city of Marquette.

**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.

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**Activities and Accomplishments**

- Collaborated and finished a Digital Humanities project with focus on a research question and analyzed data through 4 different tools (Voyant, RAW, Palladio, and Google Fusion Tables)
- 4.0 GPA, Deans List, Winter Semester Northern Michigan University
- 4.0 GPA, Deans List, Fall 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