

Jordan Stokes

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<http://jordanastokes.github.io/webauth/portfolio>

Education

Michigan State University

Fall 2014–Current

Major: Professional Writing | Minor: Digital Humanities

Northern Michigan University

Fall 2012–Fall 2013

Major: English | Minor: Spanish

Work Experience

ECWCA (East Central Writing Centers Association) | Editing

October 2014–Current

Strategized and collaborated with a team to design and edit the website and e-newsletter to best fit the ECWCA community and enforce its ideas.

William Beaumont Hospital | Patient Registration

June 2013–Current

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

Clarkston High School | Editor of PawPrints Newspaper

August 2010–May 2013

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.

Service

MSU Migrant Student Services (CAMP) | Communication Strategy

Fall 2014

Designed flyers and informational materials to help students in MSUs CAMP program understand the importance of acquiring appropriate winter gear in Michigan.

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.

Activities, Accomplishments and Skills

- 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)
- 3.75 GPA, Deans List, Fall Semester Michigan State University
- 4.0 GPA, Deans List, Fall and Winter Semester Northern Michigan University
- Six years of Spanish
- 2012 Journalism Department Award
- Chosen three years to showcase my art in the community art show
- Basic HTML, CSS and Photoshop