Jordan Stokes

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http://jordanastokes.github.io/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)
· 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 and CSS
· Basic Photoshop