Jordan

Contact Info:

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Permanent:

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Current:

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Dagenais

# Objective

I plan to apply my skills in technical writing, editing, and communication; graphic design; Spanish; and public relations and usability to adapt to every potential career.

# Activities

* President of the Society for Technical Communication Student Chapter
  + Plans and manages activities within the chapter
* Member of the Michigan Tech Mind Trekkers
  + Traveled to Houston, TX to teach 7000 middle school students about STEM
* Attained the rank of Eagle Scout in 2013
  + Led the construction of a 62-foot bridge for my Eagle Scout Project
* Chair of the Queens Committee for the Blue Key National Honor Society
  + Leading the planning of the ceremony for 2017

# Skills

* Proficient in the reading and writing of Spanish
* Skilled in Adobe softwares such as InDesign, Photoshop, Illustrator, and Dreamweaver
* Adult First Aid, CPR, AED, and Lifeguard certified

# Education

**Michigan Technological University, Houghton MI**

Major: Scientific and Technical Communication

Focus: Technical #Writing/Editing Graduation: April, 2017

Minor: International Spanish and Writing GPA: 3.6

# Projects

***The Bridge* Newsletter**

*Center for Technology and Training, Houghton, MI July - August 2016*

* Interviewed several experts in the field of road surface safety technologies
* Compiled research about the safety technologies
* Published the completed piece in the Michigan LTAP newsletter, *The Bridge*

**Planned a trip to Nazca, Peru**

*International Study Abroad***,** *Lima, Peru June 2016*

* Created and presented a trip proposal to the International Study Abroad office in Lima
* Coordinated the trip with a bus company, a hotel, and an airport, speaking predominantly in Spanish
* Worked as the trip leader to facilitate enjoyable cultural exposure

# Work Experience

October 2015 **Technical Writing Intern**

– August 2016 *Center for Technology and Training*

*Michigan Technological University, Houghton MI*

*Contact: Carole Reynolds (906) 487-2102*

* Designed posters and flyers in Adobe InDesign for all CTT conferences
* Carefully documented instructions for Roadsoft and other softwares

August 2016 **Spanish and Media Consultant**

– Present *Michigan Technological University, Houghton MI*

*Contact: Erin Smith (906) 487-2995*

* Assists students at Michigan Tech with Spanish and media related issues.

August 2015 **Social Media and Alumni Relations Manager**

– Present *Michigan Technological University, Houghton MI*

*Contact: Jessica Lauer (906) 487-0938*

* Runs social media accounts for the Scientific and Technical Communication program
* Writes, designs, and edits a semi-annual STC alumni newsletter