

# Jordan Alissa Stokes

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## Education

### **Michigan State University**

**August 2014-Present**

Major: Professional Writing, Digital & Technical Track | Minor: Digital Humanities

GPA 3.75

*Achievements:*

- Collaborated and finished a Digital Humanities project with focus on a research question and analyzed data using digital tools
- Created my own portfolio website
- Dean's List

### **Northern Michigan University**

**August 2012-December 2013**

Major: Multimedia Journalism | Minor: Spanish

GPA 3.8

*Achievements:*

- Dean's List
- Completed 2 broadcasted news stories

## Experience

### **East Central Writing Centers Association, East Lansing, MI**

**October 2014-Present**

#### **Editing Intern, Affiliated with MSU Writing Center**

Strategize and collaborate with a committee to design and edit the website and e-newsletter to best fit the ECWCA community and enforce its ideas.

- Request and review writing submissions for the newsletter from multiple schools
- Develop a round table discussion outline for an upcoming conference

### **William Beaumont Hospital, Royal Oak, MI**

**June 2013-Present**

#### **Patient Registrar**

Focus on customer service relations; responsible for filing, reading physician orders, collecting payments, calling and paging doctors, and verifying insurance and other patient information.

- Work closely with physicians and medical specialists to ensure accurate patient medical information
- Collect patient payments on their hospital balances

### **Clarkston High School**

**August 2010-May 2012**

#### **Editor of PawPrints Newspaper**

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

## Service

### **MSU Migrant Student Services (CAMP), East Lansing, MI**

**October 2014-December 2014**

#### **Communication Strategist**

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, Marquette, MI**

**October 2012, October 2013**

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

## Skills

- Basic Photoshop, HTML and CSS
- Experience in using digital tools: Voyant, RAW, Palladio, Google Fusion Tables, Tableau Public, and Topic Modeling
- Proficient in data entry
- Familiar with Adobe Suite and Wordpress
- Experience in Microsoft Office
- Spanish, limited working proficiency
- Some video, lighting and audio Equipment
- Proficient in constructing journalistic interviews