

JORDAN BROOKS

Communications
Graduate

ABOUT ME

I am a detail-oriented and self-disciplined Communications graduate seeking a position that will allow me to demonstrate my interpersonal communication skills, utilize my critical analysis skills, work in a fast-paced and challenging environment, in which to further develop my professional communication abilities.

MORE ABOUT ME

<https://bit.ly/3knwBxl>

CONTACT

Email: jcb2039@rit.edu

LinkedIn: www.linkedin.com/in/jcb2039

SKILLS & INTERESTS

Social Media Marketing
Search Engine Optimization
Microsoft Office
Google Office
Detail Orientation
Canva
Interpersonal Communication
Basic HTML
Grade-A Multitasker

EDUCATION

Rochester Institute of Technology

August 2019 - December 2020
Communications & Media Technology M.S.

University of Virginia

August 2015 - May 2020
English B.A. & Spanish Language B.A.

WORK HISTORY

PERSONAL ASSISTANT & SOCIAL MEDIA MANAGER

Dream of Kalamazoo | Jun 2020 - Present

- Design, publish, and disseminate hiring ads, flyers, business cards, and communications materials online and in-person
- Create and review electronic correspondence as necessary
- Initiate communication and act as point of contact for business partners, clients, and personal contacts
- Secure and organize private, confidential information
- Represent superior on social media, in electronic correspondence, and in-person meetings with clients
- Assist with product orders such as oils and product labels
- Organize and maintain list of product orders, receipts, and printed correspondence

DIGITAL MARKETING INTERN

Bruh, It's a Podcast | Jun 2020 - Present

- Measure and analyze social media data to effectively launch a social media campaign
- Adopt and utilize research analytic software that tracks relevant hashtags, search terms, and topics
- Ensure brand consistency across media platforms
- Assist Marketing Manager with social media strategy
- Build list of media relations such as other podcasts and celebrity guests
- Keep track of project/assignment deadlines and meet them weekly

ADMIN ASSISTANT

Libreria Tirant Lo Blanch | Sep 2018 - Dec 2018

- Aided in daily office operations, organization, and procedures
- Liaised with Communications and management in entirely Spanish-speaking environment
- Organized and filed away company's receipts and electronic communication with clients

EDITOR, SOCIAL MEDIA MANAGER, TRANSLATOR

The Cavalier Daily | August 2016 - May 2019

- Created, edited, and published articles to establish University stance on social, civic, and local issues
- Collaborated with partner to translate featured news articles into Spanish to broaden newspaper's reading audience
- Routinely scheduled and published newsletter ads and Facebook posts