

Jennifer J. Jordan

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EDUCATION

Hope College - Holland, MI
Bachelor of Arts in Social Work (CSWE accredited)
Minor: Psychology
GPA: 3.25/4.00

Expected Graduation: May 20XX

RELATED EXPERIENCE

Hope College Housing and Residential Life - Holland, MI

August 20XX - Present

Neighborhood Coordinator

- Demonstrate leadership through supervision of eight Resident Assistants and 70 residents
- Monitor and evaluate Resident Assistants, providing support and feedback
- Lead bi-weekly staff meetings consisting of six multidisciplinary members
- Manage annual residence hall budget of \$1000
- Review staff reports, track campus programs, and send weekly reports to supervising staff

Center for Women in Transition - Holland, MI

January 20XX - Present

Case Management Intern

- Record client information and assessment results
- Manage case files and counseling documents
- Develop understanding of confidentiality laws and application in practice
- Serve as a referral source to clients, demonstrating strong communication skills

Center for Women in Transition - Holland, MI

September - December 20XX

Support Group Volunteer

- Volunteered four hours a week as childcare provider to allow mothers to attend support group meetings
- Assisted administrators with set-up for meetings

Hope College Housing and Residential Life - Holland, MI

August 20XX - May 20XX

Resident Assistant

- Supervised and mentored 24 first year college students
- Organized educational programs and events for residents following department learning outcome model
- Worked with a team of four other Resident Assistants to co-organize a healthy and engaging living-learning environment

SpringHill Summer Camp - Evart, MI

May - August 20XX

Overnight Camp Counselor

- Supervised and mentored 12-15 girls, ages 11-13
- Provided counsel and enforced rules creating a safe and healthy living environment
- Facilitated activities and discussions to promote spirituality, diversity, and teamwork

CAMPUS AND COMMUNITY INVOLVEMENT

Dance Marathon Dream Team, Hope College - Holland, MI

August 20XX - March 20XX

Community Relations Committee Member

- Assisted with organization of charity event which raised over \$36,000 for Helen DeVos Children's Hospital
- Served on marketing committee to promote Dance Marathon to students, community, and families

ADDITIONAL SKILLS AND TRAINING

- Proficient in InDesign, Microsoft Access, and SPSS statistical analysis software
- QPR Gatekeeper training