

Jordan R. Davis

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Education	Auburn University	Expected May 2017
	M.A., Technical and Professional Communication	
	B.A., Political Science, summa cum laude Minor, English	August 2011 – December 2014
Experience	ePortfolio Project , Office of University Writing, Auburn University	May 2016 – Present
	Graduate Program Assistant	
	<ul style="list-style-type: none">Designed, built, and helped author an interactive journal article using HTML, CSS, and JavaScript at https://aub.ie/jitparticleProduced promotional videos to market opportunities for student involvementScheduled and managed ePortfolio Ambassador program activitiesDeveloped and delivered an accessibility workshop for faculty training	
	Lab for Usability, Communication, Interaction, and Accessibility (LUCIA) , Auburn University	Aug. 2015 – Dec. 2015
	Graduate Program Assistant	
	<ul style="list-style-type: none">Created documentation for using the TriCaster video recording systemAssisted with logistics and setup for usability testsPrepared data for analysis from usability tests (transcription and recording)	
Leadership	English Department , Auburn University	Aug. 2015 – May 2016
	Graduate Teaching Assistant	
	<ul style="list-style-type: none">Developed lesson plans and presentations for Friday classesTaught Friday classes for effective and enriching discussion and team activitiesAssessed exams and student-produced writing assignments	
	Kinpak, Inc. , Montgomery, Alabama	Dec. 2014 – Aug. 2015
Skills	Quality Control Technician / Junior Technical Writer	
	<ul style="list-style-type: none">Updated existing and developed new Standard Operating Procedures for blending, quality control, and production departments.Researched chemical label regulation changes and ensured complianceMeasured and tested various chemical blends for quality control and verified production materials and products before and during production line operations	
	Committee of 19 , Auburn University	Aug. 2014 – Dec. 2014
	Representative-at-Large	
	<ul style="list-style-type: none">Designed, implemented, and managed the committee's website at www.auburn.edu/hungerOrganized member involvement and activities through the creation and management of an online calendar systemDesigned and executed content marketing strategy across Facebook and Twitter, email, and campus publications	
	+ Microsoft Office suite	
	+ Adobe Creative Cloud suite (Photoshop, Premiere, After Effects, InDesign, Illustrator)	
	+ Web development (HTML, CSS, JavaScript)	
	+ IT/networking	