**Jordan Hamilton**

**About Me:**

**I have a large passion for diverse cultures and situations. I strive to build rapport with everyone I come in contact with and hope to help people on a large scale as well as individually.**

**Skills**

**Computer:**

* **Mac/PC proficient**
* **MS Word**
* **MS Powerpoint**
* **MS Excel**

**Social Networking:**

* **Facebook**
* **Twitter**
* **Instagram**
* **LinkedIn**
* **YouTube**
* **Blogger**
* **Four Square**

**Certifications:**

* **TESOL certified**
* **CPR/First Aid**
* **LGBTQA Ally**
* **DCFS Trained**

**Contact Me:**

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(801)898-1170

**EDUCATION**

**Sociology - BA**

**Utah State University - Logan, UT**

**August 2010 – May 2014**

**EXPERIENCE**

**North Eastern Services – Life Skills Instructor**

***August 2013 – May 2014***

* **Supervised daily living skills**
* **Assisted clients who have mental and physical disabilities**
* **Mentored clients in social skills**
* **Provided a safe learning and living environment**

**English Language Center – Resident Staff/Teacher**

***June 2013 – Ongoing (Seasonally)***

* **Oversaw transportation and travel arrangements**
* **Managed dormitory areas**
* **Attended daily meetings and debriefings**
* **Planned and lead excursions**

**A.C.E.S. – Recruitment Intern**

***April 2013 – June 2013***

* **Recruited individuals from Salt Lake courts to take mandatory classes**
* **Oversaw and observed substance abuse and domestic violence classes**
* **Attended board meetings and debriefings**

**Virtua Foundation – International Volunteer**

***June 2012 – August 2012***

* **Fundraised over $3,500**
* **Organized travel plans to Tanzania, Africa**
* **Created after school tutor program to the Tuleeni Orphans**
* **Communicated with and traveled to various boarding schools and sponsorship programs in behalf of the Tuleeni Orphans**

**Microsoft Corporation – Campus Representative**

***June 2012 – August 2012***

* **Networked with Utah State businesses**
* **Interacted with students on campus**
* **Organized and planned marketing events on campus**
* **Gained extensive knowledge and use of Microsoft Office programs**

**Organizations**

**Kappa Delta Sorority**

**Hugs For T.UG.**

**Utah State University S.T.A.B. Activity Planning Committee**

**English Language Center- Cache Valley**

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