

JORDAN C. SULLIVAN

OBJECTIVE To obtain a position in an environment that will support my interest and skills in working with a broad and diverse group of constituents.

SKILLS & ABILITIES Skilled in time and task management, experienced in development and implementation of event-related programs and activities, ability to work within budgetary constraints, strong organizational skills including ability to develop and implement constituent programs, strong verbal and written communication skills, proficient in the use of Microsoft Office suite (Word, Excel, Power Point, etc.), and skilled in working with a diverse group of constituents.

EXPERIENCE

Accounting Clerk and Research Assistant, Phoenix Marketing International Rhinebeck, NY
August 2014-January 2015
Served as Accounting Clerk and Research Assistant for Accounts Payable, Accounts Receivable and Human Resources. Responsibilities include tracking payments on invoices and distributing checks weekly. Filing of invoices, recording invoices and status of collections in Quick-Books. Contract reviews for Client Master Service agreements, Client and Vendor Non-Disclosure Agreements, and Contractor and Consulting Agreements. 401k, Flexible Spending Account, Salary Deferrals, and Healthcare Enrollment and input.

INSTRUCTOR, TELLURIDE ACADEMY
Telluride, Colorado
June 2013 – August 2014
Served as program instructor for a series of summer enrichment and leadership programs for children ages 4-16. Responsibilities include the development and implementation of one and two-week camp-based educational and leadership programs in both indoor and outdoor settings, development of associated program budgets, effective implementation of events, programs and activities, provide oversight for safety of program participants, and interact with a socioeconomically diverse (parent) constituency.

TELLURIDE ADAPTIVE SKI PROGRAM
Telluride, Colorado
December 2013 – April 2014
Served as volunteer for adaptive ski program for individuals with physical disabilities. Responsibilities included development of safe and relevant ski-related activities.

MOUNTAIN MUNCHKINS PRESCHOOL AND DAYCARE
Telluride, Colorado
January 2014 – August 2014
Childcare provider for children from infancy to 4 years of age. Responsibilities include basic childcare, developmental programming, and child safety.

TELLURIDE SKI AND GOLF (RETAIL)**Telluride, Colorado**

January 2014 – August 2014

Conducted day to day retail sales, inventory restocking, and sales goals.

**RESEARCH ASSISTANT, KLIPSCH SCHOOL OF ELECTRICAL AND COMPUTER ENGINEERING
NEW MEXICO STATE UNIVERSITY****Las Cruces, New Mexico**

August 2013 – December 2013

Served as research assistant to department head. Contributed to the development of an undergraduate student recruitment plan for the department including identification of targeted high schools based on research of academic feeder programs, development of recruitment materials, and development of recruitment events and activities at targeted high schools. Other responsibilities include assistance in transcription of major conference recordings for annual proceedings, updates to the department web site, assistance with conference registrations, and assistance in planning and implementation of departmental events (recruiting and alumni). Served as departmental representative to assist with implementation of an annual robotics competition that involves over 500 middle and high school students from across the state of New Mexico (event set-up, registration, actual competition implementation, and event tear-down). Assisted with general office duties as needed.

**Research Assistant, Vice President for Economic Development, New Mexico State University
and Student Board Member, The Bridge of Southern New Mexico****Las Cruces, New Mexico**

August 2011 – June 2013

Served as research assistant and student board member for the Bridge of Southern New Mexico, a public-private collaboration to improve middle and high-school retention. Responsibilities included conducting research, gathering data, and preparing/contributing to reports on U.S. high school retention rates that contributed to the establishment of the first Early College High School in New Mexico.

Research Assistant, College of Business, New Mexico State University**Las Cruces, New Mexico**

February 2011 – June 2013

Conducted research for various economic development projects under the auspices of the Arrowhead Center, which is the economic development and technology transfer division of the university. Assisted in transcription of major conference recordings for annual proceedings, assisted in updating the college web site, performed extensive data entry for various needs within the office including event and conference activities (conference registrations, research data, organizational tracking needs, etc.). Assisted with general office duties as needed.

Physical Therapy Technician, Southwest Sport and Spine**Las Cruces, New Mexico**

January 2009 – May 2009

Assisted with delivery of Physical Therapy (PT) including E-Stem, pool therapies, and other PT therapies as directed. Assisted with various office duties including filing and composing patient charts. Worked with a diverse constituent base.

ASSISTANT AND EXCEL STUDENT EMPLOYEE, MECA LLC

Las Cruces, New Mexico

May 2008 – December 2008

As participant in a high school career-to-work program, my responsibilities included assisting with delivery of speech, occupational, and physical therapies as needed. Other responsibilities included assisting front desk personnel with filing, reception duties, and facility/equipment preparation.

EDUCATION

NEW MEXICO STATE UNIVERSITY

BS in Sociology, May 2015

VOLUNTEERISM

Serve as volunteer to various alumni and donor events within the College of Engineering at New Mexico State University. Volunteer efforts include assistance in event registration, compiling and preparing registration materials (name badges, programs, etc.), and teardown following events. The College of Engineering at New Mexico State University has an extensive alumni and donor outreach and stewardship program that spans Homecoming activities to specific alumni events. As a student and personal volunteer, my involvement has provided me with extensive exposure to event planning and implementation. Additional experience in event planning has been gained through active involvement in extra-curricular programs including 4-H, FFA, and BEST Robotics (national robotics program)

REFERENCES

KEVIN BOBERG, PHD

Vice President of Economic Development, New Mexico State University
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