

Jordan Elie

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(360)-349-4152

Tenino, WA

Education

The Evergreen State College

(In Progress – Bachelor of Science)

- Undergraduate Research w/ Dr. P. Yu
- Student-Originated Studies: Tribal Marine Policy and Sciences
- Qualitative Research Methods
- Marine Environments: Organisms and the Ocean
- Vertebrate Zoology: Animal Systems, Evolution, and Ecology

Centralia College

Associates in Biology (Dean's List)

WORK EXPERIENCE

Washington State Parks & Recreation – Boating Program (Seasonal) May 2021 – Oct. 2021, Mar. 2022-Oct. 2022

Office Assistant 3

Olympia, WA

- Daily emails and communications with team members & members of the public
- Boxed up and shipped outreach materials & picked up mail from headquarters daily
- Kept inventory (Excel Spreadsheet) of all supply materials on hand & in storage
- Organized past archive records & completed destruction logs of necessary files
- Received requests for boating exams and study guides and sent out requested documents
- Helped in guiding & educating students in our Paddleboard Safety Outreach Events

Woodshed Furniture

Apr. 2018 – Jan. 2019, Jul. 2019 – May 2021

Delivery Driver / Fix-it

Olympia, WA

- Delivered wood furniture using time management and multi-tasking intelligence
- Appropriately documented and recorded descriptions of any damage or follow up needed
- Directly contacted manufacturers regarding store needs
- Drove company box truck vehicle

Healthcare Authority

Jan. 2019 – Jul. 2019

Medical Assistance Specialist 3

Olympia, WA

- Reviewed and adhered to continuously changing policies and procedures
- Coordinated eligibility information for clients, directed them to appropriate eligibility offices, managed care organizations, and providers, and assisted them with new policies, billing complaints, transportation, exemptions, and disenrollment
- Worked independently and with minimal supervision while attending a call-center phone

Vitamin World

May 2016 – Jan. 2018

1st Assistant Manager & Key Holder

Blaine, WA & Tukwila, WA

- Worked toward daily corporate assigned and personal goals that met quality standards and specifications of the company while exercising superior customer service
- Led the store team and operations by managing time and balancing priorities in areas such as developing schedules, selling quality items, and assisting manager/co-workers

Compel Fitness

Feb. 2016 – May. 2016

Personal Training Director & Personal Trainer

Bellingham, WA

- Negotiated and sold personal training packages to members in a sales environment via well-developed communication skills

SKILLS & INTERESTS

Skills: Can not only juggle multiple projects at once but can juggle 3 balls as well. The ability to have genuine interests in what people have to say and live vicariously through them.

Interests: The ocean, marine science, anime, languages, fitness