

JORDAN PRUETT

Jordan.Pruett91@gmail.com
<http://jordanpruett.weebly.com>

EXPERIENCE

Penn State University

01 / 2012 - Present

Auxiliary Police Officer

Controlled event traffic and crowds.

Secured property.

Patrolled conferences and events.

Assisted University Police Officers with various safety and security tasks.

Centre County Report

08 / 2012 - 12 / 2012

Anchor/Reporter

Brainstormed news story ideas.

Anchored four (4), floor directed four (4), and ran audio board for three (3) live newscasts.

Shot and edited video and wrote scripts for news packages which appeared on live newscasts.

West Virginia University Extension Services

05 / 2012 - 12 / 2012

Healthy Living Ambassador

Delivered courses from the Health Rocks curriculum in schools, afterschool settings and camps.

Led health related, interactive activities.

Assisted Camp Directors and camp staff as needed (in camp settings).

West Virginia University Extension Services

05 / 2010 - 12 / 2012

Extension Camping Instructor

Supported Extension Program Professionals, volunteers, and youth in conducting meaningful, educational experiences at residential camps, day camps, and other non-formal educational events.

Communicated in written and verbal forms and worked with youth and adult participants of differing age and skill levels.

Observed youth behavior, assessed its appropriateness, enforced appropriate safety regulations and policies and emergency procedures and applied appropriate behavior management techniques.

Identified and responded to environmental and other hazards related to activities.

Assisted youth in emergencies (fire, evacuation, illness, injury).

Maintained constant supervision of youth and performed other assigned duties.

West Virginia University Extension Services

05 / 2012 - 08 / 2012

Families and Health Education Intern in Extension Services

Observed extension programming.

Planned and implemented programs in after school and 4-H camp settings including anti-bullying and international fairs.

Completed various office tasks.

Penn State University - Greater Allegheny

08 / 2010 - 05 / 2011

Resident Assistant

Managed a university residence hall by enforcing dorm, university, state, and federal policies and laws.

Kept all 218, ethnically diverse, undergraduate residents comfortable and safe in their surroundings.

Planned educational programs for residents.

Ran floor meetings and conducted frequent room drop-ins to discuss events, developments, and concerns to ensure that students are kept up-to-date on all pertinent information.

Worked in Residence Life Office for 5 to 15 hours per week performing duties such as responding to student and staff questions/concerns, answering telephones, and operating computers and various office equipment.

Penn State University - Greater Allegheny

01 / 2011 - 04 / 2011

P.E.P.P. Learning Assistant

Mentored students in 4th through 12th grade.

Gave the students in assigned groups assistance with homework utilizing the core subject matter that is being taught in that student's classes.

Planned and implemented an educational lesson to present to a large group of students.

Supervised students on field trips.

Planned, developed, and implemented additional activities during times when students have completed assigned school work.

Penn State University - Greater Allegheny

11 / 2009 - 04 / 2011

PA Announcer

Announced basketball and baseball games.

Obtained starting line-ups from teams.

Kept fans informed of action on the court or field.

Kept enthusiasm of fans before, during, and after games.

Kept in constant contact with staff and game officials.

Princeton Baseball Association

06 / 2007 - 08 / 2010

PA Announcer

Obtained starting line-ups from teams.

Kept fans informed of action on the field.

Kept enthusiasm of fans in the stadium before, during, and after baseball game.

Kept in constant contact with stadium staff.

Read from script/advertising book at predetermined times.

WVVA-TV

02 / 2009 - 06 / 2009

Weather Center Intern

Created weather graphics for on-air broadcasts.

Created weather graphics for a local newspaper.

Gave camera cues and countdowns during weather broadcast.

Observed newscast.

Created a weather forecasting video for high school senior project.

Wrote scripts, updated closed-captions, updated website, e-mailed weather updates, and created a forecast for two newscasts in which I was on-air.

Steve and Barry's University Sportswear

02 / 2008 - 11 / 2008

Cashier/Sales Associate

Provided customer service in store with merchandise purchase or return.

Accounted for cash, receipts, checks, and credit card signatures from register.

Cleaned assigned area at the end of shift.

Restocked shelves with new merchandise.

EDUCATION

Penn State University

2009 - 2013

BA , Broadcast Journalism

Residence Hall Council, THON, SGA, Safety Committee, Student Activity Fee Committee

Princeton Senior High School

2005 - 2009

High School Diploma

Model UN (Debate), Key Club, Tiger TV, S.A.D.D (Students Against Destructive Decisions), Mercer County Dropout Prevention Committee, Tiger Tribune, Geography Bowl

SKILLS

Microsoft Office

Event Planning

Social Media

Hindenburg Systems

Final Cut Pro

AP's ENPS

Fundraising