**MICHAEL JAMES JORDAN**

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**PROFILE**

• Outgoing and bright personality. Willing to take the initiative, finds satisfaction in a job well done, natural ability to take the lead. Hard worker, motivated, optimistic, ready to come up with new ideas. Experienced in salesmanship, marketing, public speaking, and communication. Excellent interpersonal, leadership, management, teaching, training/manpower development, supervising, and organizational skills. Proficient in time and money managing.

**EDUCATION**

• Dixie State University (BA Theater Education, Approx. date of completion 2015) St. George, Utah

• Dixie State College of Utah (Associate’s Degree- Science, Class of 2010) St. George, Utah

• Beaver Dam High School (Graduate, Class of 2008) Beaver Dam, Arizona

**PROFESSIONAL EXPERIENCE**

US ARMY NATIONAL GUARD

• Operate and maintain a Paladin, 155mm Howitzer

• Honor graduate from AIT (Advanced Individual Training)

AT&T CALL CENTER

• Call 10-20 clients and customers daily to review insurance policies and offer quotes

• Assist customers with insurance inquiries

AELAS PROGRAM

• Tutored 15-20 students ages 7-12

• Helped students with previous school assignments in Math and English

OASIS GUN CLUB

• Referee for large national tournaments (300-500 participants)

• Give instructions to participants, monitor and control competition, officiate in rounds

**SKILLS**

• Computer program experience (E-Mail, Explorer, Word, Power Point, Excel)

* Certified BLM Wilderness Firefighter
* Certified US Army Combat Life Saver

**VOLUNTEER EXPERIENCE**

• Volunteer Missionary– West Indies Mission of The Church of Jesus Christ of Latter-Day Saints

* District Leader- Teach, train, motivate, and supervise 6-8 missionaries
* Trainer- Train new or struggling missionaries, promote learning and development of

 Skills

* Performed multiple humanitarian services including: construction projects for homes of local families; aid and service at local hospitals; abstinence program to assist in the eradication of AIDS/HIV

• Eagle Scout Award- Constructed a stone mural for Beaver Dam High School

• Organized and started a wrestling team for Beaver Dam High School

• Member and captain of the Beaver Dam High School football ad wrestling programs