

MICHAEL ERICH JORDAN

1809 Laurel Avenue, Saint Paul, MN 55104

612-382-9573 me@michaeljordanmedia.com

SAMPLE WORK

<http://www.michaeljordanmedia.com>

EDUCATION

University of Saint Thomas, Saint Paul, MN

B.A. Communication Studies

PROFILE

- Understanding of major communication theories and methods
- Skilled in research, writing, and public speaking
- Skilled in video production – writing, broadcast, shooting, editing, dubbing, and web deployment.
- Skilled in web production – Content writing, Graphic design, HTML/XHTML, AJAX, JS, Flash, Cold Fusion, PHP, Databases and CMS.
- Mac and Microsoft technical skills and software proficiencies

WORK EXPERIENCE

South Washington County Telecommunications

Commission, Cottage Grove, MN

Government Producer

Write, shoot, direct, and edit cable TV programming.
Built new commission website with database functionality, web streaming, and podcasting.

March 2008
to present

Michael Jordan Media, Saint Paul, MN

Owner and Operator

Media production business that serves organizations by developing, implementing, and maintaining client websites and video. Experience working with clients to produce comprehensive marketing and advertising material.

2005
to present

Hoffman Communications, Minneapolis, MN

Media Intern

Participation in corporate media advertising including production assistance, managing digital assets, and conducting web research. Developed detailed sitemap and gave presentation to VPs with recommendations for updating Hoffman site.

2007

2006 **University of Saint Thomas**, Saint Paul, MN
Web & Media Assistant Specialist
Responsible for web research, graphic design and editing/streaming video content on the UST site. Used university CMS to update pages.

2005 **Office of Governor Tim Pawlenty**, Saint Paul, MN
Public Relations Intern
Responsible for writing and assembling outgoing constituent communications and marketing pieces.

**OTHER
EMPLOYMENT**

2000 to present **DJ Sound**, Apple Valley, MN
Lead DJ
Music shows for wedding, corporate, and special events.

PERSONAL

2004 to present **Barbershop Harmony Society**, Minneapolis, MN
Board Member

2005 to 2008 **Ignite – UST**, St. Paul, MN
Student Ministry Leader

2005 to 2008 **UST Swim Team**, Saint Paul, MN
3 year letter winner
Kirchgessner-Klein-Omar Award -
“For extraordinary generosity of spirit in service to the UST swim team”