

JORDAN DRUMHEISER

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📍 1190 Fairmount Ave S.
Salem, OR 97302

EDUCATION

2021 - 2025

PORTLAND STATE UNIVERSITY

- BA in Applied Linguistics
- Minor in French
- Study Abroad: Japan - Summer '24

WORK EXPERIENCE

■ 2021 - 2025

PSU English Department | Portland OR Lead Student Employee

- Support faculty and students with technical operating and event hosting
- Navigate extensive English Dept. program knowledge to advise individuals and resolve questions
- Coordinate projects, facilitating their management by team task-delegating
- Data entry and file management

■ 2023

David's Bridal | Keizer, OR Customer Service Representative

- Worked as part of a fluid team to provide excellent customer service
- Supported team motivation when troubleshooting issues while keeping customers positive
- Created and managed a clean and efficient working space
- Monitored product quality and inventory

SKILLS

- Leadership
- Project Management
- Teamwork
- Time Management
- Effective Communication
- Critical Thinking
- Language Analysis
- IPA Transcription
- Transcription
- Google and Microsoft Suite Applications
- Flexibility
- Intercultural Understanding
- Graphic Design

LANGUAGES

- English
- French (Advanced)
- Russian (Basic)