

Jordan E. Russell

13 Sachem Circ, Unit 7, West Lebanon, NH 03784 | 1(718) 350-6730 |
jordan.russell21@gmail.com

EDUCATION

Bachelor of Arts, Film and TV Communications Studies (December 2005)
The University of Memphis – Memphis, TN

Advanced Film Production, Film/Video Communications Studies (Summer 2005)
New York Film Academy – Hollywood, CA

Broadcast Journalist, Radio, Print, TV Correspondent (February 2009)
Defense Information School – Fort George G. Meade, MD

EXPERIENCE

New York City Department of Education
CTE Teacher / Media Communications
present

Brooklyn, New York
May 2013 –

- Create classroom environments conducive to learning and appropriate to the interests of the students
- Guide the learning process toward achievement of goals and objectives as indicated by the NYC DOE
- Teaching students in the following areas: Social Media, Video Production, Voice Announcing, Adobe, Google Creative Suite, Career and Finance Management, Advertising, Citizenship, and more
- Completed successful DonorsChoose.org fundraiser for a school audio booth

Army National Guard
Broadcast Specialist

The States of California and Kansas
August 2006 – March 2010

- Research, produce and disseminate information through news releases, and broadcast productions
- Perform as writer, reporter, editor, videographer, producer, and host in radio and television productions
- Maintain assigned video and audio equipment, vehicles and generators
- Qualified as a newscaster, disc jockey, writer, director, producer, editor and correspondent

Warner Bros & NBCUniversal
Production Assistant

Los Angeles, California
March 2007 – March 2009

- Provide support to crews while a movie is being made
- Escort talent, crowd control, and lockup giving out schedules or scripts, collecting paperwork
- Assist with labeling, collecting and organizing wardrobes
- Delivering film to various locations and managing extras
- Conduct crowd control by putting up signs, directing pedestrians away from filming, lockdown sets, etc
- Drive off-site to collect or ship packages, and handing out scripts

New York Film Academy
Production Intern

Hollywood, California
May 2005 – August 2005

- Write original screenplays for Mastercard Priceless Experience television spots
- Pitch screenplays to studio executives, scout locations, as well as conduct talent auditions
- Handle and setup movie production equipment on the Universal Studios backlot
- Digitized daily footage and log media from over 50 student filmmakers
- Direct and shoot professional digital footage for Mastercard Priceless Experience television spots
- Used Final Cut Pro to edit images and sound in order to create finished short films

Quantum Opportunities Program
Video Music and Production Crew

Cleveland, Ohio
Fall 1997 – Summer 1999

- Took the lead in editing, set design, writing, lighting, and the filming process

- Used several locations throughout the Cleveland Metro area for filming
- Contributed four original songs that were used to create four music videos

Varsity Tutors

Substitute Teacher / Paraprofessional

**New York, New York
February 2016 – present**

- Prepare lessons, and assign and correct homework
- Provide one-on-one educational assistance to elementary and secondary school students or to adults
- Evaluate students' progress and discuss the results with students and/or their parents
- Prepare invoices and receipts for students or parents

CAMBA

Middle School Group Leader

**New York, New York
August 2012 – 2016**

- Plan and lead activities that strengthen students' literacy, math, science, and social skills
- Provide social-emotional support to help students succeed in junior high school
- Lead a club focused on exposing elementary students to aspects of visual art and art history
- Perform classroom maintenance and instructional duties including logging behavior, security, and attendance

Twitter

**York *Digital Media Review Temp*
2012 – Aug 2012**

**New York, New
April**

- Compiled detailed descriptions of data findings using rating scales and complex categorization
- Performed clerical duties including logging system errors, anomalies, and performance opportunities
- Monitor and investigate social media trends occurring within entertainment, politics, and world news
- Analyze data to identify areas for improvement in the quality system

Margaret K. Lewis School in Millville

Paraprofessional

**Panama City, FL
January 2011 – March 2012**

- Provide instructional, vocational and developmental assistance to students with special needs
- Maintain accurate and complete records of students' activities and behaviors
- Monitored work, corrected papers, and supervised curriculum-based testing as assigned by the staff
- Worked with individual students or small groups of students to reinforce learning of materials or skills

Comcast Cable

***Warehouse Assistant – Equipment Warehouse and Technician Dispatch*
2011**

**Panama City, FL
July 2010 – January**

- Accurately input equipment and inventory transactions into appropriate info management systems
- Handled shipping and receiving responsibilities such as packing and preparing items for shipment, loading and unloading trucks, and inspecting and documenting received materials
- Provided quality Customer service by effectively communicating with customers to answer questions, locates merchandise, and provided assistance concerning prices and product availability
- Communicated with others to effectively exchange information; received and gave direction; effectively worked as part of a team by responding to assistance requests throughout the facility

PROFESSIONAL DEVELOPMENT

Diversity Awareness Initiative for Students (DAIS) Volunteer
 International Society of Technology in Education (ISTE) member and conference attendee
 Work-Based Learn Coordinator (unofficial)
 New York State Teaching Examinations - Liberal Arts & Sciences Test (LAST) score 288/300
 Completed additional CLEP courses in Educational Psychology 6 credit hours
 Instructional Practices in Special Education for Middle and High School 4.0 3 credit hours
 Children Of Promise NYC Volunteer (Mentor)
 Small Business Owner (Brooklyn, NY)
 Touch Typing, QWERTY keyboard, and 42 wpm 100% accuracy
 Nonviolent Crisis Intervention (CPI) Training Program Certificate
 American Red Cross First Aid and CPR Certification
 New York State Citizen Preparedness Corps.

ADDITIONAL SKILLS AND CERTIFICATION

Proficient in MS Office Suite, Google Apps suite, Skedula, Adobe Illustrator, FL Studio, Final Draft, Final Cut Pro, Adobe Premiere, Adobe Spark, Trakax, Scratch, Snapchat, Quizizz, PearDeck, Nearpod, Stykz, TikTok, etc