

Jordan Booth

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www.linkedin.com/in/jordan-booth-b22396261 [HOME](#) | [Jordan B: Portfolio](#)

EDUCATION

The University of Texas at Arlington

Bachelor of Arts Honors, English (Minor in Technical Writing)

August 2022–December 2024

Arlington, TX

Tyler Junior College

Associate of Arts Honors, General Studies

August 2020– May 2022

Tyler, TX

WORK EXPERIENCE

University of Texas at Arlington

UGRAP Scholar

August 2024 –December 2024

Arlington, TX

- Designed poster for academic conference presentations held in Arlington and Kansas City.
- Conducted additional interviews for ongoing study to achieve data saturation.

University of Texas at Arlington

McNair Scholar Research Intern

May 2023– July 2023

Arlington, TX

- Collaborated with two doctoral research mentors to produce a publication in a span of less than 3 full months.
- Interviewed research candidates concerning UX resume design and tech-comm industry standards.
- Conducted thematic coding analysis on interview data with an 85% interrater reliability rate.

Citizens 1st Bank

Teller

February 2022- August 2022

Tyler, TX

- Quickly processed sensitive customer information both in-person and over the phone while delivering sensitive data to account officers.
- Analyzed and filed reports on potential security alerts related to customer accounts on a bi-weekly basis.
- Handled transactions ranging from small deposits to large multi-thousand-dollar withdrawals while keeping a balanced till.

PROJECTS AND SKILLS

Selected Projects:

“Employers’ Perceptions of Microcredentials on Entry-Level Résumés in Technical and Professional Communication” (<https://ieeexplore.ieee.org/document/10609713>)

- Contributed to conference paper published in the proceedings of IEEE Professional Communication Society Conference 2024.
- Honed qualitative data gathering skills by conducting four professional research interviews.

Document Redesign Project ([HOME](#) | [Jordan B: Portfolio](#))

- Redesigned 20-page sample document to include cleaner formatting, clickable TOC links, and more engaging visual principles.
- Refined In-Design skills through iterative versions of multi-page document design, cleaning up the original project to reflect honed skills.

Generative A.I. Sample ([HOME](#) | [Jordan B: Portfolio](#))

- Communicated with Chat-GPT using command prompts and A.I. oriented commands to produce text for sample company handout.

AWARDS

Roy Mullins Endowed Scholarship (\$5,000 tuition at UTA), Spring 2023

Jack Kent Cooke Undergraduate Scholarship, (full tuition, fees, room and board up to \$55,000 per year at TJC)

- Selected out of over 1,200 applicants in 35 states for previous academic research and volunteer experiences.

All-Texas Academic Team, Phi Theta Kappa, April 2022

Mary Hood STAR Scholarship, (\$1,000 tuition at TJC), Fall 2021

Oberndorf Lifeline to Completion Scholarship, (\$1,000 tuition at TJC), Spring 2021

Coca-Cola Leader of Promise Scholarship, (\$1,000 tuition at TJC), Phi Theta Kappa, Spring 2021