

# Jordan Prichard

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## SUMMARY

Motivated media and communications professional with experience in programming, event coordination, video editing, and customer service. Proven ability to manage teams, produce multimedia content, and deliver engaging audience experiences. Skilled in writing, presenting, and executing projects with precision and creativity. Eager to contribute to a fast-paced, collaborative environment.

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## CORE COMPETENCIES

Interpersonal Communication	Writing & Presenting	Process improvement
Media Production	Critical Thinking	Organizational Skills
Project Coordination	Customer Service	Audio/Video Editing

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## PROFESSIONAL EXPERIENCE

### Rodeo Cinema Foundation

**June 2019 - October 2024**

#### Assistant Manager / Programmer

Salary: \$600/week Hours: 40hrs/week

Selected films for weekly screenings and negotiated licensing agreements with distributors  
Developed marketing materials including event promotions, newsletters, and tickets  
Produced and edited a weekly podcast to engage the community  
Managed and trained staff, oversaw event rentals, and delivered high-quality customer service

### Oklahoma Municipal Assurance Group

**August 2022 - December 2022**

#### Video Media Editor Intern

Salary: Unpaid Internship Hours: 8hrs/week

Edited videos and podcasts used as educational tools for client towns and cities  
Assisted in creating internal media content to improve communication and outreach

### All-Green Total Lawncare, Inc.

**April 2012 - August 2017**

#### Lawncare Service Technician / Dispatcher

Salary: \$640/week Hours: 40hrs/week

Diagnosed and treated customer lawns with appropriate applications  
Scheduled routes and coordinated technician dispatch operations  
Managed customer service and sales for multi-application programs

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## EDUCATION

### University of Central Oklahoma

**Edmond, OK**

Bachelor of Mass Communication

GPA: 3.25

2017 - 2023

- Recipient of the Dean's List Academic Award
  - Published contributor to The Vista
  - On-Air radio talent for KZUC 99.3 UCentral Radio
  - On-Air host of The 405 variety show
  - Anchored and produced for UCentral News
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## TECHNICAL SKILLS

Adobe Premiere Pro · Audacity · Podcast Production · Microsoft Office · Google Workspace · Social Media Management