

# Jordy Clements

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{resume ~ writing samples}

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## SUMMARY OF QUALIFICATIONS

- Inside/outside sales (online ad sales, high volume real estate) in addition to management; excellent written and verbal communication skills; experience representing a brand at conferences, meet ups, and pitches
- Experienced in content creation with a focus on SEO, managing social media brands; familiar with Google AdWords, HubSpot Inbound Marketing, and various affiliate link programs; some technical experience: HTML/CSS/WordPress

## WORK EXPERIENCE

*Assistant Manager*

January 2011 – Present

**Preview Properties**; Allston, MA

- Led an established rental office in total rental volume in first full month and first full year on the job (50+ deals)
- Completed two condo sales within first six months, assisting buyers with property selection, inspection, and price negotiation; negotiated closings as much as 5.3% / \$17,500 below initial listing price on sales as large as \$361,500
- As Assistant Manager, trained new agents on negotiating and database use; served as a face for the company, maintaining landlord relationships, increasing our exclusive listings, and negotiating new management contracts

*Co-owner / Content Czar*

March 2009 – November 2010

**Omaha.net**; Omaha, NE

- Co-founded an internet start-up based on domain acquisition and development; wrote Search Engine Optimized, AdSense-targeted copy for dozens of websites; grew largest property, Omaha.net, from zero to >10,000 unique monthly visitors
- Managed all content on Omaha.net, including writing, pictures and video; assembled team of 15+ contributors, editing all incoming contributors' writing; managed up to three interns (two video, one PR/Marketing)
- Sold custom-designed advertising packages (banners, business listings) through cold calls, email, phone, and in person; identified PR opportunities (in-kind media sponsorship, cross-promotional Facebook contests)
- Wrote all user-facing article/event descriptions, business listings, local guides, advertising information; wrote email templates and non user-facing article metadata; developed site-wide Style Guide for contributors
- Managed social media brand, driving as much as 40% of site traffic (increased Facebook "Likes" from 0 to over 1200 in <6 months); designed and edited bi-weekly newsletter (over 500 subscribers)
- Appeared on TV, radio, and at live events to promote brand; interviewed by print publications and other websites

*English and Literature Teacher*

December 2007 – September 2008

**Regent Hall**; Seoul, South Korea

- Taught students aged kindergarten to adult English language skills, tailoring classes on Essay Writing, Speaking, and Listening to individual student's needs
- Lectured advanced students in college style courses covering selected prose and poetry works of the Western Canon
- Designed lesson plans, quizzes, and tests; completed individualized student reports; prepared students for TOIEC, TOEFL, SAT I/II tests, as well high school and college entrance exams for study abroad in the US and Britain

*Reporter*

September 2006 – February 2007

**New Jersey Herald/Straus Newspapers**; NJ, NY, and PA

- Wrote freelance copy and provided supporting photography for newspapers and web pages focused on Northern NJ, Southern NY, and Eastern PA
- Covered a local political beat in addition to articles on sports, community events, and special interest pieces, appearing in as many as nine daily and weekly newspapers

## EDUCATION

**Boston College, College of Arts and Sciences**; Chestnut Hill, MA

Bachelor of Arts in English and Philosophy, May 2006

GPA 3.59 / 4.00; Dean's List, Golden Key National Honors Society

- Creative Writing Concentration; honored as one of six students per class, out of over 600 English majors
- Senior Honors Thesis in Poetry; one of two Theses in the senior class consisting entirely of original poetry

## SKILLS

Computer: Adobe Creative Suite (Photoshop/Lightroom), Microsoft Office/OpenOffice (Word, Excel, Powerpoint)

Language: conversational Spanish, conversant in Korean; Dual citizen (US/UK)

## INTERESTS

Travel (41 countries, 6 continents, 45 states), Photography, Rock Climbing, Soccer, Snowboarding, Scuba Diving, Oil Painting