

# Jordan Pita

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## PROFESSIONAL SUMMARY:

A dynamic and resourceful graduate with a strong work ethic and excellent multitasking abilities. Demonstrates proficiency in team coordination, problem-solving, customer service and organizational skills. Known for reliability and dedication as a team player. Skilled in viral social media marketing across diverse platforms, with expertise in video and graphic editing software.

## EXPERIENCE:

### **Thimble Island Brewing Company, Old Saybrook, CT – Server/Bartender**

May 2024 – Present

- Prepared and served beverages for patrons of the bar and restaurant.
- Upholding a positive customer experience by interacting with patrons and taking orders.
- Maintaining the cleanliness of the bar by consistently stocking, organizing, and cleaning the bar area.

### **Sacred Heart University, Fairfield, CT – *Student Assistant to the Director of Theatre***

September 2022 - May 2024

- Coordinated student meeting schedules.
- Composed emails for prospective students interested in the Theatre Arts Program.
- Accomplished administrative tasks such as balancing money, copying, and file sorting.

### **Sacred Heart University, Fairfield, CT – *Theatre Arts Program Executive Board: Recruitment Chair***

May 2023 - May 2024

- Responsible for attending admissions events, such as open houses and admitted student days.
- Participated in audition and informational sessions, providing comprehensive program details to students and parents.

### **United Way, Hartford, CT — *Marketing Intern***

June 2022 - August 2022

- Created engaging social media content across various platforms.
- Assisted in planning and executing in-person events.
- Performed administrative tasks such as filing, organizing, and distributing materials.

## SKILLS:

- Social Media Marketing
- Proficiency in PC and Mac platforms
- Q-Lab Expertise
- Graphic Design for Digital Graphics (*Instagram, Snapchat, TikTok, Twitter, Facebook*)
- Premiere Pro, After Effects, Photoshop
- Theatre Experience (Assistant Director, Actor, Designer)
- Customer Service
- MS Excel

## **Dunkin', Old Lyme & Old Saybrook, CT — *Crew Member***

May 2021 - August 2022

- Processed orders, prepared meals, and collected payments.
- Provided excellent customer service by greeting and meeting customer expectations.
- Maintained cleanliness and upkeep of restaurant areas.

## **Healing Meals, Bloomfield, CT — *Volunteer***

January 2018 - May 2019

- Assisted in meal preparation and packaging for health crisis aid.
- Wrote get-well cards for meal recipients.

## **THEATRICAL EXPERIENCE**

### **Sacred Heart University (Theatre Arts Program), Fairfield, CT – *Actor & Projection Designer***

September 2020 -May 2024

#### **Projection Designer:**

- Storyboarded and designed projections for various productions.
- Utilized Adobe software such as Premiere Pro, After Effects, Illustrator, and Photoshop.
- Directed, filmed, and edited video content for projections.
- Programmed productions using projection software such as Q-Lab.

## **EDUCATION**

### **Sacred Heart University, Fairfield, CT — *Bachelor of Science, Marketing***

August 2020 - May 2024

### **Northwest Catholic High School, West Hartford, CT — *High School Diploma***

August 2016 - June 2020