

# JORDAN T. ELLIS

## Career & Leadership Development Professional

Washington, DC | jordan.ellis2@email.com | 202-987-6543 | linkedin.com/in/jordanellis

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### PROFESSIONAL SUMMARY

Career and leadership development professional with a track record of coaching 100+ professionals annually, designing high-impact learning experiences, and developing equity-centered programs that improve participant confidence and career mobility. Skilled in instructional design, résumé development, and AI-assisted content creation. Known for translating complex concepts into accessible tools that drive measurable results.

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### CORE SKILLS

Career & Leadership Coaching | Instructional Design | Workshop Facilitation | Equity-Centered Program Design | Research Synthesis | Visual Design | AI-Assisted Writing | Strategic Communication

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### PROFESSIONAL EXPERIENCE

#### *Career Development Specialist*

##### **Pathways Leadership Institute — Washington, DC**

*July 2022–Present*

- Coach 100–150 professionals per year through career transitions, résumé refinement, and interview preparation, resulting in a 92% client satisfaction rate.
- Design and facilitate 20+ workshops annually, reaching more than 1,200 participants across ERGs, nonprofits, and university programs.
- Develop branded templates and guides that increased participant engagement by 35% and reduced prep time for facilitators by 20%.
- Partner with organizational leaders to deliver equity-centered leadership sessions that improved program retention by 18%.

#### *Instructional Design Consultant*

##### **Independent Contractor**

*January 2019–June 2022*

- Designed 15+ learning modules and 30+ job aids for nonprofits and higher education institutions, improving learner comprehension scores by 25%.
- Conducted needs assessments with 50+ stakeholders, aligning learning solutions with organizational goals and increasing adoption rates by 40%.

- Created accessible, visually cohesive materials that boosted participant satisfaction from 3.8 to 4.6 on post-session evaluations.
- Supported program evaluation efforts, generating recommendations that led to a 15% improvement in learner completion rates.

### ***Program Coordinator, Student Leadership & Success***

#### **Metro University — Baltimore, MD**

*January 2016–December 20218*

- Facilitated leadership development workshops for 300–400 students annually, increasing participation in leadership programs by 22%.
  - Managed training for 60+ peer mentors, improving mentor preparedness scores by 30%.
  - Developed curriculum grounded in equity and belonging, contributing to a 10% increase in student retention within leadership pathways.
  - Collaborated with campus partners to expand access to professional development resources, resulting in a 25% increase in student utilization.
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## **EDUCATION**

### **Master of Education (M.A), Educational Transformation, 2024**

Georgetown University

### **Bachelor of Arts (B.A.), Sociology, 2010**

Spelman College

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## **CERTIFICATIONS**

Certified Career Services Provider (CCSP) • Instructional Design Foundations Certificate • Inclusive Leadership Certificate

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## **TECHNICAL SKILLS**

Microsoft Word, Excel, Outlook | Canva (Advanced) | PowerPoint (Advanced) | Google Docs, Sheets, Slides | Notion | Zoom & MS Teams (Facilitation Tools) | Canvas, Blackboard, Moodle (LMS)