

Asha Jordan

6655 Jackson rd lot 391· Ann Arbor, MI 48103· mawjrealest@gmail.com · Home 734.726.8468

OBJECTIVE

I hope to accumulate experiences with every job with high standards. Seeking employment as an Assistant, an Artist or anywhere my skills, experience, and knowledge will be utilized to its full potential towards my career.

EMPLOYMENT

Jordan Nik Art

Self-Employed/ Business Owner/Visual Artist

(July 2022 – Current)

Graphic Designer, Painter, Curator, Creative Director, administrator, bookkeeping, tax preparation, email inquiries, Grant writing. B2B meetings. Board member and council member.

Thomson Reuters, Ann Arbor, MI

Product Services Associate Ultra Tax

(May 2022- Oct 2022)

Provide timely support across a wide range of tax products, as needed, to include inbound phone calls, emails, chat and web submission. Deliver high quality customer experience on a consistent basis, advocating for the customers. Efficiently utilize internal resources and execute good time management. Ensure adherence to departmental processes and procedures. Assist and collaborate with other internal teams, as needed. Participate in training projects and deliver on-demand coaching

Location Services, Ann Arbor, MI

Client Services Representative

(Sep 2019- Feb 2020)

I provide loss-mitigation outsourced solutions for the financial service industry. The services provided give credit unions, banks, captive finance companies and other financial institutions the ability to have one company manage the entire loss-mitigation outsource process, including auto refinance, collateral skip-locate and recovery, account administration. I am a client services rep for remarketing of America.

Bodman Law Firm (Canon), Ann Arbor, MI (Apr 2019- June 2019)

Office Assistant Representative(Temp)

Verify and log orders upon delivery. Monitor inventory of copy supplies, stock paper and toner and keep supply area neat. Prepare monthly production and volume reports in order to measure productivity and prepare billing charges. Performed other administrative duties from inserting, copying and photocopying to faxing as needed. Provide reception work such as answering telephones, taking messages and greeting visitors. Document scanning, and Binding.

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EDUCATION

Washtenaw Community College: Current Student : Associate's in digital media arts 2025, bachelor's degree in applied science in Graphic Design 2026

Pioneer High School graduate of 2009

Wayne County Community College 2004-07 Life drawing classes

College for Creative Studies 2007 Sewing and Pattern Design course

Washtenaw Community College

Major: Fine Art

Curriculum Highlights from 2010: Life Drawing I, Life Drawing II, Digital Photography, Illustrator and Photoshop CS3, Spanish I, Spanish II.

Lifestyle Learning Real Estate Pre-licensure course

EXPERIENCE

-Receiving and directing of phone calls and greeting, directing, and screening of visitors.

-Receiving, sending, sorting, forwarding, and storing of correspondence.

-Maintenance of records related to mails, phone calls, and accounts related to my position running errands in the office as and when required to do so.

-Efficient with using MS Windows programs, PowerPoint, Excel, etc... Having experience of creation of correspondence from the given information Accustomed to heavy telephone usage Typing speed: 45wpm

-Proficient in American Bank Association, and Security for Banks.

-Accomplished being featured 8 years in the Ann Arbor Art fair

-Knowledgeable and skillful in the Arts and Music. Mentored by renowned artist through the Arts league of Michigan.

- Receive, sort, and deliver all incoming mail & packages according to assigned floors and within established periods. Wrap, seal, weigh, affix postage and dispatch all outgoing mail/packages in accordance with postal regulations.

- Prepare special outgoing inter-office pouches sent to client affiliates as scheduled.

- Package and process outgoing overnight items, i.e. Federal Express, UPS, etc.to meet client and vendor deadlines. Log and deliver incoming overnight packages within established periods.

- Log outgoing and incoming items as required and review for accuracy/completeness.

- May provide minor maintenance of photocopy machine such as solving paper jams, placing service calls and routine cleanings.

- Operate facsimile machines; send and receive facsimiles. Keep complete and accurate logs of incoming and outgoing facsimiles. Where appropriate, input facsimile data into computer for client chargeback. Generate activity reports, confirmation reports, and call the receiver to confirm receipt as necessary.

- Thorough knowledge of all metering, weighting, logging and other shipping procedures.

- Ability to perform complex functions of various equipment and systems (fax, scanner, metering, stamping, tracking systems, photocopying, binding, color copying, etc.) without guidance from supervisor.

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REFERENCES

Hubert Massey

(313)737-7396

Relationship: Mentor

Mary Theifels

((734)846-4455

Relationship: Colleague

Deb Polich

(734) 395-9868

Relationship: Board Member