

Jordan M. Lytton

(252)365-1617 jordan.lytton3@gmail.com

EDUCATION

East Carolina University, Greenville NC

Bachelor of Arts, *Interpersonal Organizational Communication*

Minor: Psychology

Professional Summary

Client-focused administrative professional with experience in high-visibility, front-facing roles requiring strong communication, organization, and follow-through. Skilled at welcoming visitors, managing inquiries via phone and email, coordinating schedules, and maintaining accurate records. Experienced in Microsoft Office, CRM documentation, inventory tracking, and executive support. Known for initiative, attention to detail, and creating positive first impressions in fast-paced office environments. Recognized for professionalism, reliability, and a warm, engaging communication style.

EMPLOYMENT

In Home Health, Wendell NC

July 2025

Care Taker

- Managed daily medication schedules and ensured timely, accurate administration.
- Provided compassionate companionship and emotional and psychological support.
- Planned and coordinated engaging outings and recreational activities to promote social interaction and mental stimulation.
- Assisted with scheduling and attending medical appointments, including transportation and follow-up care.
- Prepared nutritious meals tailored to dietary needs and preferences.
- Maintain a clean, organized, and safe living environment.
- Monitored overall well-being and communicated health or behavioral changes to family members and healthcare providers.

Virginia Episcopal School, Lynchburg VA

August 2024 - July 2025

Residential life, Coach, Intern

- Actively participated in the admissions and recruitment process by engaging prospective students and families.
- Managed student dormitory life creating a structured, inclusive, and nurturing environment for students' personal and academic growth.
- Served as a coach for tennis and volleyball.
- Promoted community values and a sense of belonging, helping students build resilience and navigate social dynamics.

East Carolina University, Greenville NC

May 2022- July 2022

Department of Quality and Analytics Intern

- Utilized Microsoft Office Suite for data management, reporting, and quality control processes, gaining valuable experience in administrative tasks.
- Observed and provided feedback on customer service interactions, identifying areas for improvement—skills that translate well to employee relations in HR.
- Participated in secret shopping initiatives to ensure quality control and improve customer experiences, showcasing attention to detail and commitment to process improvement.

Opendoor Education, Simpson NC

August 2021- February 2022

Teacher, Teacher Assistant, and Afternoon Leader

- Organized and led activities to help children develop social and cognitive skills, creating a safe and supportive environment.
- Monitored student progress and communicated effectively with parents.
- Collaborated with team members to foster a positive environment and provide support for both children and parents.

CAMPUS AND COMMUNITY INVOLVEMENT

PHI MU, ECU

Scuba Diving

Teams: Volleyball, Yoga, Swimming, Golf

PROFESSIONAL AND TECHNICAL SKILL

- Microsoft
- HRIS, Epic
- Powerful Presenter
- Google Drive
- Interpersonal relationship building
- Canva
- HIPAA
- CPR/ Blood Pathogen
- Document management