

Jordan M. Lytton

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EDUCATION

East Carolina University, Greenville NC

Bachelor of Arts, *Interpersonal Organizational Communication*

Minor: *Psychology*

Virginia Episcopal School, Lynchburg VA

High School

EMPLOYMENT

Virginia Episcopal School, Lynchburg VA

August 2024- June 2025

Residential life, Coach, Intern

- Actively participated in the admissions and recruitment process by engaging prospective students and families, offering insights and guidance on academic, residential, and extracurricular opportunities.
- Developed strong relationships with students, families, and school counselors, providing mentorship and consistent support to enhance the overall student experience and promote community values.
- Coordinated and supported school-wide events, including recruitment fairs, open houses, and student activity days, ensuring smooth logistics and meaningful engagement.
- Assisted with event planning, billing-related mailings, and student support logistics, showcasing attention to detail, time management, and communication skills.
- Managed student dormitory life, including weekday and weekend supervision duties, creating a structured, inclusive, and nurturing environment for students' personal and academic growth.
- Provided direct support during evening study halls and dorm hours, helping students navigate both everyday concerns and more significant personal challenges through active listening and guidance.
- Served as a coach for varsity/junior varsity tennis and volleyball, emphasizing sportsmanship, discipline, and teamwork while fostering students' physical, emotional, and leadership development.
- Modeled integrity, responsibility, and perseverance both in residential life and on the court, creating strong mentoring relationships that helped students grow in confidence and character across contexts.
- Promoted community values and a sense of belonging through both athletic and residential programming, helping students build resilience and navigate social dynamics.

Starbucks, Greenville NC

August 2022- November 2023

Partner and Barista

- Delivered excellent customer service by fostering a positive environment and building rapport with customers.
- Collaborated with colleagues to ensure smooth day-to-day operations, maintaining a focus on team goals and customer satisfaction.
- Managed transactions and ensured accuracy and attention to detail in daily record-keeping, aligning with administrative tasks in HR roles.

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, ensuring that records were kept up-to-date and that any concerns were promptly addressed.
- Collaborated with team members to foster a positive environment and provide support for both children and parents, aligning with HR functions of teamwork and employee relations.

CAMPUS AND COMMUNITY INVOLVEMENT

ECU Honors Society

PHI MU, *ECU Philanthropic Greek Organization*

Scuba Diving

Teams: Volleyball, Yoga, Swimming, Golf

Theater Tech

Ceramics

PROFESSIONAL AND TECHNICAL SKILL

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