

# Jordan Habibi

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## **EDUCATION**

**University of St. Thomas**, Houston, TX

May 2021

BA in English with a Concentration in Writing, minor in Biology, Honors Program

*Scholarships:* Presidential Excellence Scholarship

*Relevant Coursework:* Professional Writing and Editing, Scientific and Technical Writing, Literary and Feature Magazine, Creative Writing Workshops: Poetry, Fiction, Memoir

## **SKILLS**

- Writing
- Editing
- Public Relations
- Graphic Design
- Languages: English, Spanish
- Software/Technical Skills: proficient in Canva, Microsoft Office, Google Suite, and ProCreate; basic in Adobe Creative Suite

## **WRITING/EDITING EXPERIENCE**

*This section refers to a unique classification of writing and editing work that was paid, but not part of employment.*

**University of St. Thomas, Laurels Magazine**, Houston, TX

*Student Staff*

Spring 2019 and Fall 2019

- Edited poetry and fiction submissions, as assigned, to be put into the magazine
- Advertised for magazine by designing flyers and having them posted around campus

*Co-Editor*

Spring 2021

- Led team of student staff in execution of physical and digital formats of magazine
- Delegated editing assignments for poetry and fiction submissions to put into the magazine
- Assembled a senior staff team to execute management and advertisement functions more efficiently

**University of St. Thomas, Thoroughfare Magazine**, Houston, TX

*Student Staff*

Fall 2020

- Edited nonfiction submissions for the magazine, as assigned, such as memoirs, recipes, interviews, and critiques to put into the magazine
- Advertised for magazine by designing flyers and having them posted around campus
- Edited online magazine website on WordPress to correct formatting issues

## **PROFESSIONAL EXPERIENCE**

**Houston Public Works**, Houston, TX

*Communications Specialist - Social Media Coordinator*

December 2023-today

- Operate Houston Public Works social media accounts: Instagram, Facebook, X (formerly Twitter), Threads, LinkedIn, Nextdoor, YouTube, Flickr
- Coordinate and run social media campaigns across all platforms, pushing department messaging and education
- Manage and publish social media ad campaigns
- Assist with editing and content procurement for email blasts and newsletters sent out to the Houston Public Works department
- Create informative graphics and maps as needed for specific social media and web platforms and other departmental uses as needed
- Help coordinate distribution of branded merchandise as needed
- Procure and produce media content of department activities to use in department messaging

- Edit and revise media, presentations, graphics, documents, videos, and other content that comes to Communications
- Coordinate messaging with departmental Service Lines and other City of Houston departments
- Respond to inquiries from the public on social media via comment and direct message

*Department Communications Team Management Intern*

*May 2023-December 2023*

- Operate Houston Public Works social media accounts: Instagram, Facebook, X (formerly Twitter), Threads, LinkedIn, Nextdoor, YouTube
- Coordinate and run social media campaigns across all platforms, pushing department messaging and education
- Assist with editing and content procurement for email blasts and newsletters sent out to the Houston Public Works department
- Create informative graphics and maps as needed for specific social media and web platforms and other departmental uses as needed
- Help coordinate distribution of branded merchandise as needed
- Procure and produce media content of department activities to use in department messaging
- Edit and revise media, presentations, graphics, documents, videos, and other content that comes to Communications
- Coordinate messaging with departmental Service Lines and other City of Houston departments
- Respond to inquiries from the public on social media via comment and direct message

*Capital Projects Public Engagement Team Management Intern*

*July 2022-May 2023*

- Provide support to the Public Engagement Team for engagement efforts, including project execution as directed
- Produce graphic design content as requested and directed
- Notate for internal meetings
- Coordinate with Communications Office for media engagement
- Produce monthly video newsletter Lift-Off News

**University of St. Thomas**, Houston, TX

*Campus Community Vice President*

*July 2020-June 2021*

- Oversaw and managed Campus Community: the diversity and inclusion organization at the University of St. Thomas
- Executed events to increase representation and inclusion of our diverse student population

*Junior Resident Assistant*

*January 2021-May 2021*

- Worked in the residence life office to maintain the residence halls and ensure a quality experience for each resident
- Performed duties outside of the office to maintain the residents and halls, especially in emergency situations

*Mendenhall Mentor*

*May-August 2018, 2019, 2020*

- Mentored incoming freshmen in their transition from highschool to college to prepare them to excel
- Guided and assisted mentees of the program through coursework to help them grow

*Campus Community Public Relations Officer*

*July 2019-June 2020*

- Promoted events for the organization to inform the student body
- Managed social media presence of the organization to promote its mission
- Executed events to increase representation and inclusion of our diverse student population

*Doherty Library Electronic Resources Librarian Assistant*

*June 2018-January 2020*

- Regularly updated and managed digital and physical resources for student research
- Staffed reference desk to assist students in any research inquiries