

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

- Social Media Management
- Writing
- Editing
- Public Relations
- Graphic Design
- Video Production
- Record Keeping
- 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 through stipend.

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 and distributing marketing content

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 and distributing marketing content
- Edited online magazine website on WordPress to correct formatting issues

PROFESSIONAL EXPERIENCE

City of Houston - Houston Public Works, Houston, TX

Communications Specialist, 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
- Write, edit and procure content for email blasts and newsletters sent out to the Houston Public Works department, consisting of 4,000 to 5,000 employees
- Create informative graphics and maps as needed for specific social media and web platforms and other departmental uses as needed
- Assist in the coordination and 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 divisions and other City of Houston departments
- Respond to inquiries from the public on social media via comment and direct message
- Assist with modifying the Houston Public Works website
- Assist in the Joint Information Center during emergencies as assigned

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, also helping to coordinate emergency response
- Coordinated and distributed pertinent communications to residents through flyers, emails, social media content, and more

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
- Designed graphics and media content for use by the organization
- 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

- Provided customer assistance to students with research inquiries at the reference desk