



JORDAN ENGELKE



EDUCATION

MASTER OF BUSINESS ADMINISTRATION

Quantic School of Business & Technology (2021)

MASTER OF ARTS

Literature, Washington State University (2017)

BACHELOR OF ARTS

English, North Dakota State University (2015)



SKILLS

Spanish	●●○○○
HTML/CSS	●●●○○
Adobe Illustrator	●●●○○
Articulate	●●●○○
Agile Methodology	●●○○○
G Suite	●●●●●
Evolve	●●●●○
Intellum	●●●●○
Trello	●●●○○
Jira	●●●○○
Confluence	●●●○○



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PROFESSIONAL EXPERIENCE

SENIOR INSTRUCTIONAL DESIGNER

FEB 2022-FEB 2023

VidMob, Remote

- Double learner content library in first 7 months, resulting in a 4,000% increase in course completions between 2021 and 2022
- Manage the full cycle of creating and maintaining interactive internal and external education for an AI that serves some of the world's top companies, including Johnson & Johnson, Adobe, and the NFL
- Launch a full customer education program infused with the latest adult education principles in first 30 days of employment
- Make connections with product, support, and engineering to collaborate on communications that service the entire customer journey
- Responsible for all copy development on 2 multi-page creative magazines for company ERGs

INSTRUCTIONAL DESIGNER

JUL 2022-MAR 2022

Quantic School of Business and Technology, Remote

- Developed interactive courses for MBA, Master in Finance, and Master in Business Analytics programs
- Researched, wrote, and published 5 full courses in first year of employment including Business & Employment Law, Professional Writing, and Strategic Decision-making

SENIOR PROGRAM SPECIALIST

JUL 2019-JUL 2020

Institute for Intergovernmental Research, Tallahassee

- Rewrote the online federal regulation training program for 28 CFR Part 23
- Performed advanced research and content development for federal-level proposals, reference guides, and technical manuals

COMMUNICATIONS COORDINATOR

JUL 2017-JUL 2019

Diverse Computing, Tallahassee

- Managed company voice and tone in all areas including digital copywriting, marketing collateral, and technical manuals
- Executed weekly integrated marketing campaigns resulting in a 105% increase in email engagement
- Directly managed two full-time digital marketing assistants

ADJUNCT ENGLISH PROFESSOR

JAN 2016-DEC 2018

Tallahassee Community College, Washington State University

- Built curricula and scaffolded learning—including assignments, assessments, lectures, and projects—for adult students in English 101
- Facilitated a hybrid learning environment by teaching in-person and online
- Collected and notated learner data to track progress, make lesson adjustments, and report to college