**Jordan Nicole Herndon**
4375-B Cherry Hill Road, Arlington, VA 22207
jordannherndon@gmail.com +1 (703) 585-8768

**Summary**

* Dual citizen of the United States and Slovakia
* Extensive travel in North America, Central America, Eastern Europe
* Professional fluency and work experience in English-, Slovak-, and Spanish-language markets
* Experience in government internships, academic research, think tank transcriptions, team leadership, foreign policy analysis, international simulations, memoranda research, presentation writing, and social media outreach.

**Experience**

**Summer Intern | Embassy of the Slovak Republic**
Washington, DC | June to July 2022

* Social Network and Outreach Assistant under Ambassador Radován Javorčik and Counselor Stanislava Buchtová
* Posted daily and weekly about Embassy news on social media (Facebook, Instagram, WhatsApp, etc.)
* Wrote daily and weekly summaries about policy summits and research papers on current affairs
* Crafted professional presentations for Young Leadership conferences at the Embassy
* Accompanied diplomatic delegation to visit Slovak Prime Minister Eduard Heger for three weeks in Bratislava

**Summer Intern | Embassy of the Dominican Republic**
Washington, DC | June to August 2021

* Worked under former Dominican Ambassador José Tomás Peréz and current Ambassador Angie Martinez Tejera
* Assistant in the Passports and Visas sector; created a database to aid identification of Dominicans in the US
* Managed official Public Relations office translations of Latin American news media; transcribed audio from think-tank conferences; scheduled Google Calendar meetings; maintained official email correspondence.
* Traveled to the Dominican Republic for further cultural training and accelerated language integration

**Entertainment Planner | Blue Peacock Spa**
Arlington, VA | October 2014 to August 2021

* Provided on-site entertainment for children’s parties (face painting, spa treatments, storytelling, set-up & clean-up)

**Education**

**Coursework in Int’l Relations and Religious Studies | University of Mary Washington** Fredericksburg, VA | August 2021 to May 2023

* Clubs: Co-Founder of Students for Life; Co-President of the Italian Club; Secretary of the College Republicans; Secretary of the Salesians of Saint John Bosco; Assistant Instructor of the Swing Dance Club; Assistant Dancer of the UMW Belly Dance Team; Attendant of Interfaith Culture Clubs; Attendant-Cultural Enthusiast of UMW Medieval Sabre Club

**High School Diploma, with Honors | Yorktown High School**
Arlington, VA | September 2017 to June 2021

* Weighted GPA: 3.61; completed AP courses in English, Spanish, World History, and Psychology – AP GPA: 4.50
* Clubs: Founder and President of the Latin Dance Club; Vice-President of the International Club
* Awards:
	+ - Yorktown ROCS Award, for exemplifying outstanding virtue in respect for others, community, and self
		- Yorktown HS Principal’s Award, in recognition of exceptional academic standing at Yorktown High School
		- Excellence and Spirit Award, for excellence in the study of accelerated Spanish IV Language and Culture

**Skills**

* **Languages:** Native fluency in English, Slovak, Spanish (speaking, reading, listening, and writing); Intermediate fluency in Portuguese, Italian, Czech, Polish, Russian, Ukrainian, Latin, and Wolof
* **Computing:** Microsoft Office (Word, Excel, PowerPoint, etc.); Social media marketing (LinkedIn, Instagram, Telegram, etc.)
* **Certifications:** Basic First Aid; Adult, Child, and Infant CPR
* **Social:** Co-Founder and Vice-President, Saint Raphael International Prayer Group, Saint Agnes Catholic Church, Arlington, VA