

## Jordan Yaruss

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### EMPLOYMENT HISTORY:

*POWERPOINT SERVICES*

Mar '05–Present

#### **Presentation Designer**

- Created PowerPoint presentations for financial, legal, medical, advertising and other clients
- Designed custom templates from scratch using PhotoShop
- Assisted clients on-site during presentations

*JPMORGAN CHASE – PRESENTATION & PRODUCTION SERVICES, New York, NY*

Apr '02–Mar '05

#### **Presentation Specialist**

- Worked one-on-one with bankers to create clear and aesthetically pleasing PowerPoint presentations
- Provided technical support to clients and colleagues
- Scripted Word macros to automate frequently performed operations
- Interfaced with clients to intake, evaluate, schedule and delegate projects

*BEAR STEARNS, New York, NY*

May '01–Apr '02

#### **Senior Presentation Operator**

- Created presentations using Word, Excel, PowerPoint and over 100 proprietary macros
- Edited, standardized, repaired and enhanced documents in a deadline driven environment
- Updated and maintained template documents used company-wide
- Adhered to strict deadlines and formatting standards

*JPMORGAN – PRESENTATION SERVICES GROUP, New York, NY*

Apr '99–Apr '01

#### **Presentation Operator**

- Created presentations using Word, Excel and PowerPoint
- Retouched, scanned and manipulated images using Adobe PhotoShop and Illustrator
- Proofed documents for quality control

*UNIVERSITY OF MASSACHUSETTS, Amherst, MA*

Sep '98–Jan '99

#### **Psychology Department – Research and Teaching Assistant**

- Assisted with development, execution and analysis of behavioral study involving 200 participants
- Trained less-experienced research assistants
- Performed statistical analyses to track student performance using Excel
- Led weekly discussion sessions, wrote evaluations and graded tests for over 250 students
- Participated in planning meetings with professor to improve communication of course material

*CITY PARKS FOUNDATION – CONCERTS IN THE PARKS, New York, NY*

Summers '96, '97, '98

#### **Program Coordinator, Assistant Producer**

- Coordinated all aspects of an 18-concert, five-venue summer festival
- Managed backline equipment, logistics, hospitality and contracts
- Wrote press releases and established ongoing communications with media, businesses and community groups to publicize performances
- Supervised sound company, vendors, staff and relationship with police and other city agencies

*CENTRAL PARK SUMMERSTAGE, New York, NY*

Jun '96–Aug '96

#### **Program Coordinator, Assistant Producer**

- Aided in administering, publicizing and presenting concert series
- Wrote reports on audience response and media coverage for review by sponsors

### EDUCATION:

*UNIVERSITY OF MASSACHUSETTS, Amherst, MA*

Graduated Jan '99

#### **BA in Psychology, GPA 3.9**

- Magna Cum Laude, Phi Beta Kappa
- Proficiency in Spanish – semester of language and culture study in Alicante, Spain
- Extensive coursework in audio engineering and electronic music