

Diana C. Jordan
201 nw 67th ave
Hollywood, FL 33024
dianacjordan@gmail.com
954-815-8939

- Work Experience:**
- Department Manager** **11/2010 - 03/2012**
Sears H.C., Pembroke Pines, FL
AS DEPARTMENT LEADER and role model displayed integrity, reliability, and punctuality. Demonstrated excellent customer service standards, maintaining composure under difficult circumstances. Consistently volunteered, on short notice, to meet unexpected challenges. Identified, analyzed, and recommended solutions to customer issues, problems in staffing, and inventory. SUPERVISED, coached, and instructed two teams to ensure that tasks were clearly understood and completed. Improved participation by fostering a team environment.
- Manager in Training** **05/2010 - 11/2010**
Sears H.C Raleigh, NC
DEVELOPED MANAGERIAL skills in a retail setting, supervising and directing small groups of associates, solving customer issues, and performing in a team environment. Acquired strong communication skills. Applied these skills when entrusted with a temporary managerial position until the end of the training program.
- Undergraduate Researcher** **08/2009 - 05/2010**
University of Florida. Insect Physiology, Gainesville, FL
Principal Investigator: Dr. D.A. Hahn, Mentor: Dr. F.J. Wessels
SPECIAL PROJECT: Worked closely with a graduate mentor to research resource allocation to reproduction in the flesh fly using stable isotopes. Independently performed multiple chemical experiments and recorded data using MS Excel. Presented a Poster at the Society for Integrative Biology annual meeting.
- Retail Management Intern** **05/2009 - 08/2009**
Sears H.C., Pembroke Pines, FL
DEVELOPED merchandising and leadership skills. Completed rotations through the various store departments including Human Resources and loss prevention.
COMPLETED AN OPERATIONAL ANALYSIS of a department in the store and a competitive analysis of comparable local businesses, identifying and recommending solutions to problems in staffing, work process, inventory.
- HHMI Undergraduate Research Fellow** **05/2008 - 05/2009**
University of Florida. Insect Physiology, Gainesville, FL
Principal Investigator: Dr. D.A. Hahn, Mentor: Dr. F.J. Wessels
SPECIAL PROJECT: Worked one-on-one with a graduate mentor researching the correlation between hormone levels and respiration cycles. Perform sample preparation, data collection and analysis. Delivered MS PowerPoint

presentations to fellow researchers, PI, and program directors. Mentored high school fellows, introducing them to the model insect, the theory and reasoning behind our project, and guided them in a hands-on demonstration of the experimental setup.

Education: **University of Florida**, Gainesville, FL **05/2010**
Bachelor of Science: Business Administration
GPA: 3.97 of a maximum 4.0 **Honors:** Cum Laude

University of Florida, Gainesville, FL **05/2010**
Bachelor of Arts: Zoology
GPA: 4.0 of a maximum 4.0 **Honors:** Cum Laude

College Academy at Broward College, Davie, FL **06/2006**
Associate's Degree: Zoology
GPA: 4.0 of a maximum 4.0
Honors:
-Invitation-only, joint high school/college accelerated program
-Graduated with Highest Honors from Broward College
-Valedictorian of the College Academy (high school level)-GPA 5.17

Awards: Golden Key International HONOR SOCIETY
University of Florida President's HONOR ROLL– perfect 4.0 GPA
Warrington College of Business Administration Dean's List
UF- Howard Hughes G.A.T.O.R. Program for Science Fellowship
College of Liberal Arts and Sciences Dean's List
Florida Academic Scholars Award- 100% tuition
José Martí Scholarship Challenge Grant Fund: \$8,000 for 4 years

Skills: Typing speed of 64 WPM
Highly computer literate, adept in MS office
Write, read, and speak English and Spanish proficiently
Highly detail oriented
Effective leadership and multitasking skills

Professional Publications, Grants, & Presentations -Wessels, F.J., D.C. Jordan and D.A. Hahn. 2010. Allocation from capital and income sources to reproduction shift from first to second clutch in the flesh fly, *Sarcophaga crassipalpis*. Journal of Insect Physiology. doi: 10.1016/j.insphys.2010.03.033
-Jordan, D.C., F.J. Wessels and D.A. Hahn. 2010. Capitalizing on Income: Using Stable Isotopes to Understand Reproductive Allocation in the Flesh Fly, *Sarcophaga crassipalpis*. (POSTER). Society for Integrative and Comparative Biology. Seattle, WA; January 3-7
-2008 HHMI G.A.T.O.R. Program Research GRANT: \$500. Hormonal control of cyclical respiratory metabolism during diapause in the flesh fly *Sarcophaga crassipalpis*. Principal Investigator: Diana Jordan, Co-Investigator: Frank J. Wessels