JORDAN STEPHENS

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EDUCATION

St. Thomas University College of Law, Miami, Florida

Juris Doctor Candidate May 2029

Activities: Florida Association for Women Lawyers, *Member*; Sports & Entertainment Law Society, *Member*; Fashion Law Society, *Member*

The University of Texas at Tyler, Tyler, Texas

Bachelor of Arts in Political Science, *cum laude* May 2024

Honors: President's Honor Roll (Spring 2024)

Activities: Pre-Law Society, *Member*

EXPERIENCE

Kanvas Sports + Social, Dallas, Texas

Bartender / Bar Lead August 2025 – July 2026

Directed daily bar operations in a high-volume venue, trained and supervised service staff, and coordinated with management and security. Prepared beverages, reconciled daily sales, and resolved guest concerns while maintaining efficient, professional service.

Bricks Bar & Grill, Tyler, Texas

Bartender / Bar Lead April 2024 – May 2025

Directed daily bar operations in a high-volume venue, trained and supervised service staff, and coordinated with management and security. Prepared beverages, reconciled daily sales, and resolved guest concerns while maintaining efficient, professional service.

Kawas Hibachi Bar & Grill, Tyler, Texas

Bartender / Server Lead May 2023 – May 2025

Provided attentive bar and table service while training staff and coordinating service during busy shifts. Prepared beverages, processed transactions accurately, and resolved guest concerns with professionalism and sound judgment.

El Toro Mexican Restaurant, Palestine, TX

Server / Server Lead June 2021 – May 2023

Delivered attentive table service, trained new staff, and supported efficient team workflow in a fast-paced restaurant environment. Managed competing guest needs and resolved service concerns with diplomacy and professionalism.

Grand Prairie Independent School District, Grand Prairie, TX

After-School Program Instructor, Beyond the Bell February 2022 – May 2022

Supervised 15–20 students in an after-school program, maintaining a safe, structured environment and reinforcing expectations for positive behavior. Planned and facilitated educational and recreational activities, including crafts and games; provided homework assistance to support student learning and participation. Maintained program records and communicated with parents and school staff to support student supervision and daily program operations.

SKILLS

Westlaw and Lexis+ Legal Research; Microsoft Office Suite; Adobe Acrobat