

Jordan Stephens

JURIS DOCTOR CANDIDATE | 1L

CONTACT

Miami, Florida
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EDUCATION

JURIS DOCTOR

St. Thomas University
College of Law
Miami Gardens, Florida
Expected May 2029

BACHELOR OF ARTS

Political Science
The University of
Texas at Tyler
Tyler, Texas
May 2024

HONORS

Cum Laude

The University of
Texas at Tyler

President's Honor Roll

Spring 2024

SKILLS

Westlaw and Lexis+: Basic
proficiency
Microsoft Office Suite
Adobe Acrobat

PROFESSIONAL EXPERIENCE

Grand Prairie Independent School District

After-School Program Instructor, Beyond the Bell
Grand Prairie, TX | Feb. – 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.

Satellite Source LLC

Assistant to the COO & Lead Dispatcher
Palestine, TX | June 2019 – Aug. 2021

- Coordinated technician schedules and dispatched service requests, organizing daily assignments and communicating service needs to technicians.
- Maintained payroll information and reconciled inventory records, supporting accurate documentation and day-to-day office administration.
- Managed client communications, responded to service inquiries, and coordinated with technicians to support timely resolution of customer requests.

ADDITIONAL EXPERIENCE

Hospitality Experience

Bartender / Bar Lead

Dallas, Tyler, and Palestine, TX | June 2021 – July 2026

Selected employers: Kanvas Sports + Social, Bricks Bar & Grill, Kawas Hibachi Bar & Grill, and El Toro Mexican Restaurant.

- Directed daily bar operations at Kanvas Sports + Social; trained bartenders and support staff on service procedures and coordinated with management and security during busy shifts.
- Processed cash and credit transactions, reconciled daily sales, and balanced cash drawers while maintaining accurate financial records; addressed customer concerns with professionalism.