



Jordyn Shawhan

Administrative
Assistant

jshawhan@imec.org

Phone: 309.370.1532

Fax: 309.677.3289

**“ You cannot get
through a single day
without having an
impact on the world
around you. ”**

– Jane Goodall

Responsibilities

My role as Administrative Assistant affords me the opportunity to assist the entire organization. In addition to general administrative duties, I am responsible for providing outstanding support to the leadership team and to team members in the field. Some days I am working closely with the President, other days I am assisting the field staff with their schedules or producing documents for client meetings. Being able to work independently, balance multiple priorities, and effectively manage simultaneous projects, I am able to proudly contribute to IMEC's mission to drive growth through enterprise excellence.

Qualifications

- Master of Business Administration Candidate at Embry-Riddle Aeronautical University
- Bachelor of Science in Management and Leadership from Bradley University
 - Minor in Creative Writing
- Associate of Science in Business Administration from Illinois Central College