



## Jordyn Shawhan

Admin & Ops  
Specialist

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

**– Jane Goodall**

### Responsibilities

My role as Administrative & Operations Specialist 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