

Jordan Zeigler

201 Christie Street, Leonia, NJ, 07605 | (201) 509-1158 | jordandzeigler@gmail.com

EDUCATION:

MPA, Public Service Concentration – Seton Hall University, South Orange, NJ *August 2024 – May 2026*

- Completing Master of Public Administration degree in conjunction with undergraduate degree as member of 3+2 accelerated program
- **Relevant Coursework:** Managerial Decision Making, Environment of Public Service Management

BA, Political Science - Seton Hall University, South Orange, NJ *August 2022 – May 2025*

- Dean's List Student in Fall 2022, Spring 2023, Fall 2023, and Spring 2024 Semesters, earning a 3.96 GPA
- Inducted into Pi Sigma Alpha (Political Science Honor Society) in April of 2024
- **Relevant Coursework:** Civil Liberties, Public Administration, Government & Policy of New Jersey

Bergen County Technical High School, Teterboro, NJ *September 2017 – June 2021*

- Applied, accepted, and graduated from a highly competitive magnet school
- **Major:** Law and Justice, **GPA:** 3.9
- **Relevant Coursework:** AP United States Government and Politics, Constitutional Law, AP English Language and Composition, Syracuse University Public Policy 101, AP United States History, AP Statistics, AP Microeconomics

WORK EXPERIENCE:

Per Diem Employee – Bergen County Supt. Of Elections/Comm. of Registration *Nov 2021 – Present*

- Updates and validates voter registration files for all Bergen County voters
- Collaborates with staff from Supt. of Elections and Board of Elections to prevent fraud
- Employed as a troubleshooter on all election days, ensuring legitimacy and security of polling sites

Grassroots Referee – United States Soccer Federation *February 2018 - Present*

- Referees and ensures player safety during youth soccer matches
- Communicates with coaches, players, and other officials to create a positive gameplay environment
- Selected to officiate at 8 NJYS State Cup Finals and 4 USYS East Region Championship Events

Admissions Staff & Scheduler – Leonia Swim Club in Leonia, NJ *July 2020 – September 2022*

- Managed office tasks at swim club, including staff timesheets and daily log book
- Modernized scheduling for all employees with the use of app WhenIWork
- Checked and validated information for swim club patrons and guests

Legislative Intern – Office of Senator Loretta Weinberg *September 2020 - June 2021*

- Collaborated with other staff to solve constituent issues and generate ideas
- Completed special legislative research projects
- Wrote detailed meeting notes to be utilized by staff members for future reference
- Authored talking points and speeches to be given by Senator Weinberg at events

Assistant Basketball Coordinator – Leonia Recreation in Leonia, NJ *December 2018 – March 2020*

- Led the digitization of statistics in youth basketball matches
- Managed competitive gameplay environment with coaches and players

VOLUNTEER EXPERIENCE:

Councilman at Borough of Leonia *January 2024 – Present*

- Elected at-large as youngest councilmember in Borough History by voters in June 2023 Primary and 2023 General Election
- Serving as Chair of Facilities Committee, managing completion of \$12 million municipal center
- Member of Laws and Ordinances, Fire, and Finance Committees
- Liaison to the Leonia Board of Education, ensuring effective communication between the two governing bodies

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Assistant Club Representative at AYSO United Bergen County in Leonia, NJ ***February 2021 - Present***

- Provides administrative assistance to coaches and club representative
- Communicates with parents and players to obtain necessary registration information
- Leads scheduling of home matches and manages club facility at Leonia Athletic Complex

Coach at AYSO United Bergen County in Leonia, NJ ***June 2018 – Present***

- Trains young players to improve their skills in goalkeeping in the game of soccer

Lector at St. John The Evangelist Church in Leonia, NJ ***April 2018 – March 2020***

- Read scripture at Sunday masses to inform parishioners on the word of God

Clinic Volunteer at COVID-19 Vaccine Clinic in Leonia, NJ ***January 2021 – February 2022***

- Assists clinic leadership and patients in running a multi-community COVID-19 Vaccine Clinic
- Responsible for preventing technological issues and entering important patient information

Volunteer Referee at American Youth Soccer Organization Region 1089 ***September 2009 – November 2019***

- Officiated youth soccer games to provide a joyful experience for players in a recreational setting
- Worked cooperatively with administrators, coaches, players, and parents to foster a good learning environment for the game of soccer

ACTIVITIES & ACHIEVEMENTS:

Pi Sigma Alpha at Seton Hall University ***April 2024***

- Nominated and accepted into the Political Science Honor Society at Seton Hall University
- Membership based on completion of political science coursework while maintaining an above average GPA

National Honor Society at Bergen County Technical High School ***November 2019 – June 2021***

- Applied to and was accepted into the honor society based upon a rigorous criterion for scholarship, leadership, service, and character
- Unanimously elected and served as President of Bergen County Technical High School Chapter during 2020-2021 school year

Sam Justin Award ***September 2017***

- Awarded in memory of Sam Justin Abouaf, for athletes showing outstanding show of determination and heart, on and off the soccer field

3rd Degree Black Belt at DayHan Martial Arts in Leonia, New Jersey ***September 2009 – September 2021***

- Achieved rank of 3rd degree black belt in TaeKwonDo after 12 years of training
- Learned and mastered skills including Poomsae (Forms), board breaking, and sparring through foundational pillars of discipline, respect, perseverance
- Assisted teachers in classes with younger students to facilitate learning of TaeKwonDo

SKILLS:

- Commissioned Notary Public in State of New Jersey
- Proficient in various computer applications including Microsoft Office and Google Suite
- Seasoned in public speaking, practiced through rhetoric, debate, and mock trials
- Excellent critical thinking skills, research and writing, practiced through independent projects, research papers

References Available Upon Request