

Jordan A. Coleman
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Education

B.A. History

Stephen F. Austin State University—Nacogdoches, TX, May 2023

M.A. Public History

Stephen F. Austin State University—Nacogdoches, TX, *Ongoing*

Work Experience

Graduate Research Assistant

East Texas Research Center, Nacogdoches, TX, August 2023—Present

- By the direction of the archives director, managed and oversaw the digitization of 3,000 negative photographs from the Robinson Photograph Collection in the East Texas Research Center.
- Trained and managed twenty-one student workers on the digitization process and metadata entry into CONTENTdm.
- Processed and inserted negative photographs into plastic sleeves for the Robinson Photograph Collection totaling over 7,000 photographs and forty-four standard archival boxes.
- Tracked the collections condition ensuring preservation and storage needs are met, and worked with the archives director to strategize basic conservation and completing necessary repairs.

Internship

Preservation Texas, San Marcos, TX, May 4, 2023—July 31, 2023

- Completed a National Register of Historic Places (NRHP) property nomination for the Concord Rosenwald School located in Mount Enterprise, Texas.
- Conducted interviews with property owners, local historians, and community members to gather information and personal accounts related to the property.
- Assisted in the coordination and documentation of meetings related to the National Register nomination process.
- Assisted in the preparation and submission of nomination packages, ensuring compliance with specific Texas Historic Commission and National Park Service guidelines and documentation requirements.

Processing Archivist—Grant Funded

East Texas Research Center, Nacogdoches, TX, August 2022—March 2023

- Processed and indexed the W.T. Carter and Brother Lumber Company collection totaling ninety-two standard archival boxes.
- Identified items, folders, and series for digitization and added to the online collection through CONTENTdm and ArchivesSpace.
- Tracked the collections condition ensuring preservation needs are met, and worked with the archives director to strategize basic conservation and completing necessary repairs.
- Completed in-depth research and historical context for the W.T. Carter and Brother Lumber Company collection.

Deposit Operations Specialist II

Midland States Bank, Effingham, IL 62401, February 2019—June 2020

- Collaborated with heads of other departments to develop best practices for Indexing of Deposit documents which created a significant reduction in missing documents.
- Wrote, updated, and enforced sound department procedures to ensure regulatory compliance.
- Efficiently and accurately completed customer requests.
- Assisted the Operations department during the bank acquisition process of HomeStar Bank.

Infantryman & HR Specialist

United States Army, Fort Polk, LA, September 2015—January 2019

- Developed and maintained a daily accountability report for 4,000 soldiers in Iraq to ensure the correct number of soldiers was reported to the Department of Defense.
- Organized and managed the dissemination of influenza vaccines to 4,000 personnel to keep their health and well-being up to date.
- Managed and administered emails to more than 300 leaders to distribute important information to assure tasks and missions received key intelligence.
- Developed, implemented, and presented a weekly rules and safety PowerPoint presentation to new personnel from over a dozen different organizations and countries.

Cultural Resource Management, Historic Preservation, and Public History Experience

- Conducted and transcribed an oral history for the Concord Rosenwald School with the East Texas Research Center, August 2023, *in progress*
- Preservation and Management Plan for Old North Church Cemetery, Nacogdoches, Texas, May 2023
- Archival Internship at East Texas Research Center, Stephen F. Austin State University, May-August 2022
- Historic Resource Survey and Historic Preservation Plan for Stephen F. Austin State University, Nacogdoches, Texas, January—May 2022
- Historic Texas Cemetery Designation Nomination and survey for Rocky Mountain Cemetery Crockett, Texas, March 2022

Presentations

“East Texas Rosenwald Schools 1920-1970”

East Texas History Summit, Kilgore College East Texas Oil Museum, TX, January 2024

“Documenting, Preserving, and Interpreting Old North Church Cemetery”

61st Annual East Texas Historical Association Conference, Nacogdoches, TX, October 2023

"Forgotten Local History: The Concord Rosenwald School"

Eta Sigma, Phi Alpha Theta History Conference, Nacogdoches, TX, September 2023

"Counting the Lost Cause: A By the Numbers Breakdown of Confederate Memorials,"
Eta Sigma Chapter of Phi Alpha Theta Third Annual History Conference, Nacogdoches,
TX, November 2022.

"Documenting SFA's Historic Resources for Its Centennial"
60th Annual East Texas Historical Association Conference, Nacogdoches, TX, October
2022, Awarded the 2022 Best Student Session

Invited Presentations

"Indigenous Contributions to the Corps of Discovery Expedition Maps"
64th Annual Society for the History of Discoveries Conference, Minneapolis, MN,
September 2023; Awarded the 2023 Undergraduate Student Essay Prize

"100 Years of History: Documenting the Historic Resources of SFASU"
Northeast Texas Regional Preservation Texas Summit, Tyler, TX, September 2023

Publications

Sosebee, Scott, Perky Beisel, and J.P. Sandul. *100 Years, 100 Lumberjacks* (Nacogdoches, Texas:
Stephen F. Austin University Press, 2023), "Biographical Sketch of Ted Bowen." Made it to
the publisher, canceled by SFASU.

Fundraising

Organized and managed a *three day* book sale at the East Texas Historical Association
Conference in October 2023 located in Nacogdoches, Texas
Raised \$1,100 for Stephen F. Austin State University's Phi Alpha Theta chapter

Organized and managed a *one day* book sale on Stephen F. Austin State University's campus
located in November 2023 located in Nacogdoches, Texas
Raised \$500 for Stephen F. Austin State University's Phi Alpha Theta chapter

Planned, organized, and managed the process to request funds from the College of Liberal Arts
and the History Department at Stephen F. Austin State University and the East Texas Historical
Association to host a regional Phi Alpha Theta Academic Conference
In process

Awards and Honors

- Otis Lock Research Grant, East Texas Historical Association, 2023
- Dr. Mary Emily Miller Endowment, Society for the History of Discoveries, 2023
- Undergraduate Student Essay Prize for the Society for the History of Discoveries, 2023
- Tommie Jan Lowery Award for the Most Outstanding Graduating Student, Stephen F.
Austin State University, 2023
- Best Student Session, East Texas Historical Association, 2022
- President's/Dean's List
Stephen F. Austin State University—2021-2022
Angelina College—2020-2021

Associations & Memberships

- Phi Alpha Theta National Honor Society, Stephen F. Austin State University Chapter
President—Current, Vice President—Spring 2023, Treasurer & Historian—2022
- History Club, Stephen F. Austin State University
President— 2021-2023
- East Texas Historical Association, member
- American Battlefield Trust, member
- Society for The History of Discoveries, member
- Lewis and Clark Trail Heritage Foundation, member
- Preservation Texas, member