



INDIANA UNIVERSITY

PURCHASING DEPARTMENT

To whom it may concern:

I am writing to recommend Elliot Jordan, who currently works as Web Master/ Graphic Designer at Indiana University's Office of Procurement Services under my supervision from May 2016 until present. His responsibilities included website and development (4 major departmental sites), server maintenance, content updates, and client support.

Elliot offers a rich, diverse background in technology, business and education. His diverse skills in web development and frequent attendance at related conferences and meetups show his dedication to professional development. He pays close attention to industry trends and stays well-informed on new technology. His communication skills are excellent and he routinely meets with various stakeholder groups (IT, Finance, Communications, Marketing, and others) and external clients to provide support for all of our websites. He has always paid prompt attention to all inquiries about website issues, updates and fixes.

He has made numerous improvements on all department websites (aesthetics, information architecture, content strategy, accessibility, branding, search, responsiveness, performance, and security). Some of the key projects Elliot worked on include: overall website content strategy, continuous improvement of all web content, multiple server migrations, regular server maintenance, data stewardship, custom forms & tables, website page search, drop-downs, email/listserv accounts, produced several scripted online learning modules for the IU 'P-Card' with voiceover, and built a large new website section for 'BUY.IU' – a new procurement system - to provide information and training to all staff/users.

His enthusiasm, motivation, attention to detail, ability to lead and manage were evident in mentoring an intern whom he helped select, hire, and manage and in all of his website related work.

On a more personal level I found Elliot to be intelligent and dependable, and communicates well with all staff. I can always trust him to work independently while being responsible to properly organize and prioritize his work.

Without reservation, I strongly recommend Elliot to your consideration and feel he will add value to your organization. If you have any questions, please feel free to contact me at 812-219-9311.

Sincerely,


Jay Gottdenker

Director of Procurement Systems

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