

Jan Ford

1000 Champions Drive • Dallas, TX, 76205 • 214-800-1500 • jford@mail.smu.edu • linkedin.com/in/jford

EDUCATION

Southern Methodist University

Bachelor of Science in Sports Management

Minor: Communication Studies

GPA: 3.65

Dallas, TX

August 20XX

SPORTS MANAGEMENT EXPERIENCE

Dedman Center for Lifetime Sports, Southern Methodist University

Student Manager

Dallas, TX

March 20XX - Present

- Hire, train, and supervise 5 student assistants during the evening shift
- Solve problems in a timely manner and ensure high customer satisfaction is provided to students, faculty, staff, and community partners

Athletics Office, PR and Marketing, Southern Methodist University

Marketing Assistant

Dallas, TX

January 20XX - May 20XX

- Maintained up-to-date information through SMU athletics website and social networks
- Collaborated with sales office in revamping promotional items for the next school year
- Contributed to a marketing brochure for alumni

Texas Rangers

Market Development Intern

Arlington, TX

May 20XX - September 20XX

- Assisted in keeping track of all Rangers international media efforts, including print publications, social networks, website, radio and TV broadcast spots
- Served as a liaison with 15 sponsors via email, phone, and occasional in-person meetings

LEADERSHIP EXPERIENCE

NCAA DIVISION I Women's Soccer, Southern Methodist University

Team Captain

Dallas, TX

August 20XX - Present

- Balance academic, work, and team commitments using persistence, a strong work ethic, and excellent time management skills
- Manage and motivate a team of 22 women by setting clear standards and expectations
- Partner with Children's Hospital in Dallas and Big Brothers Big Sisters to provide community outreach opportunities for student athletes throughout the year
- Earned NCAA Academic All-American in 20XX for high academic achievement

Mustang Marathon, Southern Methodist University

Corporate Sponsorships Chair

Dallas, TX

August 20XX - Present

- Contacted local and national companies resulting in over \$45,000 in monetary and in-kind gifts
- Organized 3 sponsorship teams of 10 volunteers each to help with fundraising efforts

ADDITIONAL SKILLS

Languages: Conversational in Spanish

Proficient in MS Office, Twitter, Facebook, LinkedIn, and Google+