Jan Ford

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SUMMARY OF ATTRIBUTES

Highly creative individual with extensive leadership experience seeking a full-time position in the field of public relations or marketing.

Strengths include:

- Self-motivated, energetic, able to take on new challenges
- Dynamic leader, communicates well in team environment
- Strong time management skills and ability to multi-task

EDUCATION

Southern Methodist University, Dallas, TX

August 20XX

Bachelor of Science in Sports Management

Minor: Communication Studies

GPA: 3.65

SPORTS MANAGEMENT EXPERIENCE

Dedman Center for Lifetime Sports, Southern Methodist University *Student Manager*

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 all clients.

Athletics Office, Public Relations and Marketing, Southern Methodist University Marketing Assistant January 20XX - May20XX

- 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, Arlington, TX

May-September 20XX

Market Development Intern

- 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 sponsors via email, phone, and occasional in-person meetings.

LEADERSHIP EXPERIENCE

NCAA DIVISON I Women's Soccer, Southern Methodist University *Team Captain*

August 20XX- Present

- Demonstrate persistence, strong work ethic, and time management skills when balancing academic, work, and team commitments.
- Gain valuable leadership and team building skills managing and motivating a team of 22 women.
- 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

August 20XX- Present

Corporate Sponsorships Chair

- 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

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