

# Jan Ford

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## SUMMARY OF ATTRIBUTES

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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

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**Southern Methodist University**, Dallas, TX August 20XX  
*Bachelor of Science in Sports Management*  
*Minor: Communication Studies*  
GPA: 3.65

## SPORTS MANAGEMENT EXPERIENCE

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**Dedman Center for Lifetime Sports**, Southern Methodist University March 20XX - Present  
*Student Manager*

- 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 January 20XX - May 20XX  
*Marketing Assistant*

- 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

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**NCAA DIVISION I Women's Soccer**, Southern Methodist University August 20XX- Present  
*Team Captain*

- 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

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