

JESSICA CLAIRE

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SUMMARY

Ambitious college student with the ability to provide flexibility, and strong leadership to all positions. Strong background in customer service, event management, and marketing with exceptional skills in time management.

EDUCATION

University of West Georgia
Carrollton, GA • Present

Bachelor of Science: Sports Management
Sports Management Dean's List ()
*Multicultural Academic Achievement Award 3.81

EXPERIENCE

Wolverine Solutions Group - Event Management Student Assistant
Detroit, MI • 07/2015 - Current

- Execute the events, all the way to full service management, including facility operations, sponsorship sales and promotional campaigns.
- Communicate with my event management team along with coaches, and staff members.
- Coordinate the athletic events with peak sufficiency by providing great customer service.

Ecumen - Sales Representative
Duluth, MN • 05/2016 - 08/2016

- Successfully assisted customers with Lowe's products.
- Managed my department to ensure the goals could be made for efficiency.
- Organized my department so the satisfaction was met for customers and store associates.

Eldorado Resorts, Inc. - Resident Assistant
Boonville, MO • 01/2016 - Present

- Supervise a floor of 40 residents, organized floor programs, and advised residents on personal and academic issues.
- Conduct rounds throughout the building to assure security and enforcement of University policies.
- Demonstrate knowledge of referral options within the University to be able to effectively refer students for assistance.

Reinhardt University Athletics - Marketing Coordinator
City, STATE • 11/2014 - 05/2015

- Organized the athletic events so that peak satisfaction can be made for the customers.
- Used salesmanship for the concession department of athletics.
- Promoted the school's athletic events through word of mouth and social networks.

ACCOMPLISHMENTS

- Management/Marketing Assistant October 2016-Present Chick-Fil-A Peach Bowl- Atlanta, Ga.
- Successfully provided information to fans and answer questions regarding Chick-fil-A Peach Bowl events.
- Collected information by providing surveys to fans that will help the Chick-fil-A Peach Bowl Game Organizers gauge the level of economic impact for the Chick-Fil-A Peach Bowl events.
- Community Service Member August 2014-Present Books for Africa Non-Profit Organization-Smyrna, Ga.
- Collected books, laptops, and school supplies from colleges in Georgia for impoverished African countries.
- Student Organizations Sports Management Society, 2015-Current.
- Serve as a member of the Marketing, Membership, Professional Development, and Community Service Committee.
- Student Activities Council, 2015-Current.
- An active member of the Public Relations, Diversity, Special Events, and Entertainment committee.
- Center for Diversity and Inclusion, 2015-Current.
- Member of Community Service, and Student Events Committees.
- Management Club, 2015-Current.
- Member of the Professional Development, and Networking Committee.

SKILLS

academic, customer service, event management, word, networks, peak, policies, sales