**Jack Ford**  
4000 North Foothill Road • Medford, OR 97504 • (541)-816-6256 • jacksford78@gmail.com

**Bringing communication skills, diligence and optimism to your position**

Extremely competent student and scholar-athlete appealing for an entry level receptionist position. Key skills include, but aren’t limited to:

* 3-year speech student with strong work ethic
* Experience as a communications manager and team scheduler
* Personable, very able to positively interact with clients and coworkers
* Fast learner, with a dedication to problem solving

## **EDUCATION & CREDENTIALS**

**NORTH MEDFORD HIGH SCHOOL/ MEDFORD ONLINE ACADEMY**, *Medford, Ore.*  
Diploma acquired 2021

**Awards & Honors**

* Torch Honor Society, freshman year of high school
* Runner up in parliamentary debate at Oregon State Tournament

**Skills & Certifications**

* Proficient in email and phone use, both mobile and multi-line.
* Trained in essentials of Google Sheets and Microsoft Excel
* Seasoned public speaker and performer

**Activities**

* Three-year member of the NMHS Speech and Debate team, communications manager as a sophomore and junior
* Two-year member of the school’s “Young Buddy” program
* Founder and member of the NMHS Musical Club
* One year as a member of the NMHS Theatre Troupe

**PROFESSIONAL EXPERIENCE**

PROPERTY MANAGEMENT PROS, *Medford, Ore.*

**PART-TIME CLEANER (OCTOBER 2020 – NOVEMBER 2021)** Cleaned and did yardwork for rental properties, as well as assembling amenities therein.

FORD REAL ESTATE, *Medford, Ore*

**OFFICE ADMINISTRATIVE ASSISTANT (FEBRUARY – NOVEMBER 2021)** Managed schedule and housing information for agents, represented Ford Real Estate to customers and potential recruits, and strived to create a clean, and effective workspace.