

JESSICA CLAIRE

✉ resumesample@example

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📍 Montgomery Street, San
Francisco, CA 94105



SUMMARY

Ambitious, service-driven **student**, looking to apply my education and experience to a job in Sports Management. Areas of proficiency include **communication skills**, **people skills** and a

SKILLS

- Strong work ethic
- Self-motivated
- Data analysis
- Empathetic listener
- Communication skills
- Foreign Language

EDUCATION AND TRAINING

Texas A&M University
College Station, TX • “

Bachelor of Arts: Communica
Current Sports Management - C
Communication, Current 3.481
Sports Management

EXPERIENCE

- Experian - Public Relations Intern
Sandy Springs, GA, • • 04/2017 - 07/2017
- Established and maintained cooperative relationships with representatives of community, consumer, employee and public interest groups.
 - Targeted specific clientele to identify trends and developments that might influence PR decisions and strategies.
 - Successfully aided in the establishment of a new and upcoming Franchise.
- United Pacific - Sales Associate
Elk Grove, CA, • • 05/2013 - 05/2014
- Completed all cleaning, stocking and organizing tasks in assigned sales area.
 - Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.
 - Provided an elevated customer experience to generate a loyal clientele.
- University Of California - Counselor
Santa Barbara, CA, • • 06/2011 - 06/2014
- Identified signs of emotional developmental problems in young students.
 - Referred residents and families to community resources to improve well-being and quality of life.
 - Educated families and community members about domestic violence.
 - Molded kids to leaders.

INTERESTS

Volunteer, Special Olympics, October 2015- officiated teams, collaborated with different families, managed scoreboard *Community Relations Volunteer, Texas Rangers Triple Play Gala Event, Summer 2016- handled auction items, organized seating arrangements, assigned various jobs to people, advertised event, consulted with players and tended to their needs Leadership Positions *Public Relations- Decorations committee, Delta Delta Delta, Fall 2015-current-Assisted organizing St. Jude philanthropy events, contacted different companies for supplies, promoted upcoming events *Chapter Development- Intramural chair, Delta Delta Delta , Fall 2016-current-Uphold the obligations of Membership, participate in officer training and transition activities

ACTIVITIES AND HONORS

National Honors Society of Leadership and Success *Member of Delta Delta Delta Professional Summary Personable student who works diligently at building effective relationships with clients and staff members. Highly deadline-driven. Motivated and detail-oriented who is flexible, versatile and proficient at maintaining a sense of humor under pressure.

SKILLS

Strong communication skills, clientele, organizing, People skills, policies, Public speaker, quality, sales, Self-motivated

ADDITIONAL INFORMATION

- Volunteer/Service Experience *Volunteer, Special Olympics, October 2015- officiated teams, collaborated with different families, managed scoreboard *Community Relations Volunteer, Texas Rangers Triple Play Gala Event, Summer 2016- handled auction items, organized seating arrangements, assigned various jobs to people, advertised event, consulted with players and tended to their needs Leadership Positions *Public Relations- Decorations committee, Delta Delta Delta, Fall 2015-current-Assisted organizing St. Jude philanthropy events, contacted different companies for supplies, promoted upcoming events *Chapter Development- Intramural chair, Delta Delta Delta , Fall 2016-current-Uphold the obligations of Membership, participate in officer training and transition activities