

Jacob Ambrose

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EXPERIENCE

OCTOBER 2018 – PRESENT

Program Coordinator, INSIDE OUT, INC.

- Supervised 5-20 professional and administrative personnel.
- Interviewed and hired talented Outdoor Educators with expertise in Backpacking and Experiential Education.
- Utilized a variety of outlets to create a consortium of talented staff through Indeed, Facebook, Craigslist, and more.
- Maintained staff records such as applications and resumes, relevant certifications, and new hire paperwork.
- Provided ongoing direction and leadership for program operations.
- Maintained and updated all program related documents such as program curriculum, staff training materials, program supply inventories, and staff contact forms.
- Created and implemented new activities to suit the needs of schools and participants.
- Taught a variety of classes such as primitive fire and shelter building, stream study, and team building initiatives.

JANUARY 2018 – JUNE 2018

Special Needs Advocate, LAKE LURE CLASSICAL ACADEMY

- Assisted students in navigated academic and social obstacles with strategies such as one to one tutoring and classroom pull-out situations.
- Coordinated with teachers, created strategies, and differentiated approaches to set students up for success in daily academic and social life.

AUGUST 2016 – DEC 2017

Program Coordinator, PALI INSTITUTE

- Supervised 80 Outdoor Educational Staff.
- Coordinated school programs on a weekly basis, including schedules, program supplies, and activities.
- Created individual schedules on a weekly basis for all staff.
- Gathered and organized all printed materials required for the programs.
- Led onboarding for fresh staff every season and as needed.
- Coordinated with other departments to learn the chosen activities on a school-by-school basis, staff needs, and site availability.
- Taught a variety of classes such as outdoor skills, aerodynamics, and facilitated team building activities.

AUGUST 2015 – AUGUST 2016

PROGRAM INTERN, TEXAS CATHOLIC BOYS CAMP

- Recruited, interviewed, and hired talented Summer Camp Staff.
- Created individual schedules for campers and staff daily.
- Maintained a consistent consortium of volunteers to assist with year-round programming.

EDUCATION

MAY 2016

Bachelor Of Science in International Business

St. Mary's University, San Antonio, TX

MAY 2014-AUGUST 2014

Internship

Sunroute Hotel, Sukagawa, Japan

Collegiate Organizations:

- Delta Sigma Pi
 - Risk Management Officer 2014
 - VP of New Member Education 2015
- International Business Association
 - President 2015
- Ultimate Frisbee Club
 - Founder and President 2015
- Student Community Housing
 - House Director- Spring 2016
- Student Learning Center Tutor
 - Japanese Language Tutor 2014-2015

ACCOMPLISHMENTS

- **Inside Out WNC**
 - wrote the Staff Manual for the Spring and Fall Season
 - Created and maintained an Applicant Tracking System
- **Camp Tecaboca**
 - Wrote the Staff Manuals for summer staff and Summer Leadership teams
 - Planned and Facilitated Summer Staff training

SKILLS

- Energetic
- Clear Communicator
- Well-Organized
- Creative Thinker/Analytical Person
- Detail-oriented
- Supportive and Collaborative
- Advanced knowledge in Microsoft Suite and Google equivalent