

Jane Doe

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OBJECTIVE:

Seeking a sports administration internship that uses my educational background and related experiences.

EDUCATION:

University of Louisville

Bachelor of Science in Sport Administration

Concentration: Sport Administration

Louisville, KY

Currently Attending

GPA 3.8

Jefferson Community and Technical College

Associate of Science

Louisville, KY

05/2023

CERTIFICATION(S):

National Academy of Sports Medicine (NASM), *Personal Training Certification*

05/2022

SKILLS & ABILITIES:

- Skilled in working effectively in teams, resolving conflicts, and providing motivation to others.
- Excellent interpersonal relations and adept in working with people on all levels, including players, coaches, and college administration.
- An excellent writer skilled in creating sports related announcements and press releases.
- Extensive knowledge of various sports, including football, basketball, soccer, and baseball through playing and coaching; over three years' experience in coaching youth soccer.

RELATED PROFESSIONAL EXPERIENCE:

Ironman Triathlon

Event Assistant

Louisville, KY

05/2023 - Present

- Develop PDF booklet of available hotels and restaurants that will be distributed electronically to runners prior to the event.
- Answer email and phone questions related to volunteering and responsible for marketing the volunteer opportunities at the University of Louisville.
- Assist in contacting vendors to confirm their sponsoring and answer any questions they may have.
- Oversee promotion of events on social media and provide pertinent details leading up to the race, including any traffic issues for families and weather reports.

Get Healthy Now

Wellness Coach Intern

Louisville, KY

03/2023 - Present

- Provide customized, one-on-one wellness coaching to University of Louisville employees enrolled in the university healthcare benefit system.
- Review results of employee Health Assessment and coach employees on establishing well defined and measurable health goals.
- Provide information, resources, and strategies to ensure employees are able to meet their individual health goals.

Little Leagues of Louisville

Soccer Coach

Louisville, KY

02/2019 - 08/2022

- Provided instruction on fundamental and intermediate skills to children ages 10-13.
- Facilitated quarterly soccer clinic for all players in the local league.
- Oversaw all equipment reservations and returns for the entire league.
- Served as a positive role model and mentor for youth; teaches youth to exhibit sportsmanship at all times.

ADDITIONAL WORK EXPERIENCE:

UPS

Administrative Assistant

Louisville, KY

08/2021 - Present

- Update and upload plane manifest into operational and federal systems, providing accurate detail of all materials onboard.

COMMUNITY ENGAGEMENT & ACCOMPLISHMENTS:

- **Runners of Louisville, Member** 10/2021 - Present
- **Metropolitan College, Participant** 08/2021 - Present