

# 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 Sports Administration, GPA: 3.8*

Louisville, KY  
Presently Attending

### Jefferson Community and Technical College

*Associate of Science*

Louisville, KY  
12/2015

## SUMMARY OF SKILLS

- 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.
- Proficient in using Microsoft Office.

## RELATED PROFESSIONAL EXPERIENCE

### Ironman Triathlon

*Event Assistant*

Louisville, KY  
8//2016 to 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 event 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  
8/2016 to 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 measureable 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  
1/2014 to Present

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

## WORK EXPERIENCE

### UPS

*Package Handler*

Louisville, KY  
1/2016 to Present

## HONORS AND ACTIVITIES

- **Sports Administration Association**, Member, 2016-Present
- **Runners of Louisville**, Member, 2016-Present
- **Flag Football Intramural Team**, Member, 2016-Present