

BRANDY BALLER

Oxford, MS 38655
(662) 555-5555
brballer1@go.olemiss.edu

Student-athlete who excelled in Division I athletics. Dedicated an average of 30 hours per week to athletics while maintaining above average academic success while pursuing a degree in Organizational Communication. Strong motivational skills with proficiency in stimulating peers to peak performance levels. Established effective communication, leadership, collaboration, and organizational skills.

EDUCATION

Bachelor of Science in Integrated Marketing Communications, Entrepreneurship Minor

The University of Mississippi, University, MS, May 2019, GPA: 3.7/4.0

Associate of Science in General Education

Northwest Mississippi Community College, Senatobia, MS, December 2017

Relevant Coursework

Introduction to Organization Communication	Interpersonal Communication
Leadership Theories and Practices	Multinational Organizations
Conflict and Organizations	Group Dynamics

EXPERIENCE

Team Captain, Women's Basketball

The University of Mississippi, University, MS, Aug 2017 - May 2018

- Achieved 100% attendance at practices and games for four consecutive years
- Oversaw the smooth operation of the women's basketball team
- Congregated with coaching staff on an on-going basis to address issues regarding team cohesiveness; and adherence to team, UM, and NCAA Guidelines
- Scouted high school talent; provided tours of campus and athletic facilities to prospective student-athletes and their parents
- Aided coaches with teammates' stretching, conditioning, and nutrition guidance
- Performed other duties assigned by Coaching Staff or Athletic Administrators
- Developed and exercised the policies and procedures governed by the NCAA

SKILLS

- Proficient in Microsoft Office: Word and PowerPoint
- Familiar with Microsoft Office: Excel and Access
- Strong public speaking
 - Conducted numerous presentations to school groups on the importance of education, conditioning, and competition

HONORS

- Dean's List, Fall 2017-Spring 2018
- Capital One Academic All-America Third Team, 2012

Need additional assistance or a resume critique?

Martindale 303 ♦ office@career.olemiss.edu ♦ 662-915-7174 ♦ www.career.olemiss.edu

JESSICA JOCK

123 Oxford Way, Oxford, MS 38655 662.555.5555
jjjock2@go.olemiss.edu

Student-athlete who excelled in Division I athletics. Devoted an average of 20 hours per week to conditioning, practices, meetings, films, travel and game competitions. Demonstrated leadership, teamwork, and time management skills. Committed to meeting required tasks of the Program Director within Youth Sports & Camps of the YMCA.

EDUCATION

Bachelor of Arts in Sport and Recreation Administration

The University of Mississippi, University, MS, May 2019

Relevant Coursework:

Culminating Special Project, Spring 2018

- Completed thesis-based research paper in APA style using scholarly sources
- Topic related to injuries and trauma in sports
- Effectively used media communication to demonstrate understanding of concept, applied critical thinking, and independently implemented action plan to address a problem related to sports.

EXPERIENCE

Team Captain, Women's Soccer

The University of Mississippi, University, MS, Aug 2016 - May 2018

- Corresponded with coaching staff on an on-going basis to address issues regarding team cohesiveness; and adherence to team, UM, and NCAA Guidelines
- Assisted coaches with teammates' stretching, conditioning, and nutrition guidance
- Learned and executed the policies and procedures governed by the NCAA

Camp Counselor, Summer Youth Sports Camp

YMCA of Oxford, Oxford, MS, Summers 2017, 2018

- Orchestrated and implemented a student play
- Instructed campers the importance of a healthy lifestyle and good sportsmanship
- Supervised, edited and compiled 50 middle school campers' collections of creative writing

CERTIFICATIONS

- CPR for Adult and Child, American Red Cross
- First Aid for Adult and Children, American Red Cross
- AED, American Red Cross

ACTIVITIES

UM's C.H.A.M.P.S/ Life Skills Program for Student-Athletes

- Attended meetings on such topics as sports betting, alcohol abuse, and career planning
- Served as a positive role model to incoming athletes, offered suggestions and guidance regarding college life, and balancing academics and athletics

Charlie Champ

◇ Oxford, MS 38655

◇ (662) 111-1234

◇ cnchamp5@go.olemiss.edu

Education	The University of Mississippi <i>Bachelor of Arts in Liberal Studies</i> <i>Emphasis: Communication</i>	University, Mississippi May 2020
Internship Experience	Career Center, University of Mississippi <i>Marketing Intern</i> <ul style="list-style-type: none">• Served as editor of Center’s Newsletter and assisted Creative and Visual Services on layout• Assisted Creative and Visual Services in producing monthly events publication• Collaborated with student peers to support student outreach initiatives• Organized passive and active programs to promote Center’s• Managed CC Facebook page	University, Mississippi Spring 2018
	Ole Miss Athletics, University of Mississippi <i>Athletic Administration Office Intern</i> <ul style="list-style-type: none">• Answered the phone, typed memos and letters, prepared HR forms, compiled a monthly calendar and the department personnel directory• Assisted with special projects and hospitality functions• Prepared and distributed event contracts for 17 varsity sport programs• Completed various projects as assigned by the Athletics Director	University, Mississippi Fall 2018
Professional Experience	C Spire <i>Customer Service/Sales Representative</i> <ul style="list-style-type: none">• Handled customer inquiries concerning services and billing statements• Created work orders for new and existing accounts• Provided quality customer service for a high volume incoming call center objective	Oxford, Mississippi Summer 2018
Activities	Social Chair, Delta Psi, UM <ul style="list-style-type: none">• Conducted social and recreational events with other student organizations• Arranged volunteer activities for 15 members at a local homeless shelter	Jan 2017 – Dec 2017
	Activities and Events Chair, Rebel Athletic Association, UM <ul style="list-style-type: none">• Created and organized events for MTSU athletes: parades, fundraisers, social events• Scheduled three motivational speakers	Sept 2017 – May 2018
	Volunteer, Baptist Collegiate Ministry, UM <ul style="list-style-type: none">• Serve food to homeless during the holidays• Assist with food and clothing drives	Aug 2018 – Present
Athletics	<ul style="list-style-type: none">• Attended UM on athletic scholarship, 4-year member of Men’s Baseball Team• Elected Captain by teammates and coaches two years, 2017, 2018• Voted “Most Inspirational” Player by teammates, 2017	
Computer Skills	<ul style="list-style-type: none">• Microsoft Office: Outlook, Word, PowerPoint, Excel, Access• Adobe Illustrator• Canva, Graphic Design	

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Anthony A. Athlete

abathlete@go.olemiss.edu

662-555-1234

Oxford, MS 38655

Hardworking student-athlete with excellent leadership and communication skills offers diligence and dedication to Business sector focused on management. Seeks position as a Training Manager at Global Concepts Inc.

Core strengths include:

Critical Thinking & Problem Solving
Leadership

Coaching
Promotion

Training
Teamwork

EDUCATION

The University of Mississippi
Bachelor of Business Administration in Management
Minor: Economics

University, MS
May 2019

Relevant Coursework:

Statistical Methods II
Human Resources Management
The Financial System and the Economy

Principles of Management
Principles of Marketing
Business Ethics

Operations Management
Business Finance
Business Communication

ACTIVITIES

The University of Mississippi
NCAA Division I Football

University, MS
Fall 2016 - Present

- Member of prestigious and competitive program
- Learned valuable life- long skills such as teamwork and leadership skills
- Devoted 25-30 hours per week to training, conditioning, meetings, travel, studying playbooks and games
- Developed confidence and self-esteem through rigorous athletic training

The University of Mississippi
Member, Fellowship of Christian Athletes

University, MS
Fall 2018 - Present

- Attend weekly meetings of student led bible study
- Develop bonds and grow spiritually with other student-athletes

VOLUNTEER WORK

- Lafayette County Special Olympics, 2018 - Present
- Soles 4 Souls, 2017
- Oxford Elementary School, Volunteer Physical Education Teacher, 30 hours - Spring 2018
- Oxford North Baptist Church, Football Instructor for children during Vacation Bible School, June 2017

AWARDS

- Dean's Honor Roll, Spring 2017, Spring 2018
- UM Most Improved Running Back, Spring 2018
- Honorable Mention All-SBC Freshman Team, 2016

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