

# JEREMIAH MARTINEZ

1234 ABC Street St. Paul, MN 55104 555-555-5555 martinez@csp.edu www.linkedin.com/martinez

---

## SUMMARY OF QUALIFICATIONS

- Experienced in game day events, social media, and customer relations
- Well versed in copywriting, transcription/editing of interviews, and proofreading
- Proficient researcher, interviewer, and reporter
- Technical skills include:
  - Social Media: Facebook, Twitter, Pinterest, Snapchat
  - Creative Design: Adobe Photoshop, Illustrator, InDesign

## EDUCATION

Bachelor of Science degree in Sport Management  
Concordia University, St. Paul, MN  
GPA 3.87/4.0

Expected May 2021

## SPORTS MANAGEMENT INTERNSHIPS

Promotions Intern, Minnesota Vikings, Minneapolis, MN

September 2020- Present

- Set up promotions, contests, and activities prior to games
- Write all pre-and post-game information releases and announcements
- Design, assemble, and mail weekly marketing flyers
- Facilitate monthly communication with local schools and organizations
- Organize half-time performances, exhibitions, and activities

Marketing Intern, Trollhaugen Winter Recreation Area, Dresser, WI

Winter Seasons 2017-2019

- Implemented various marketing strategies by working collaboratively with the Marketing Director
- Enhanced photography and photo editing skills, utilizing photos in brochures, social media albums, flyers, and on the website
- Helped create brochures, event flyers, and scripts for radio advertisement
- Coordinated and promoted events through communication with sponsors, organization of contest prizes, and hosting snowboard contest events and award ceremonies

## ADDITIONAL EXPERIENCE

Campus Reporter, The Sword, Concordia University, St. Paul, MN

February 2017 – May 2018

- Authored several front page articles and covered a variety of writing assignments
- Assisted with photo assignments and creative columns and broadcasted stories for campus radio station
- Performed multimedia production for campus TV show, Focus On U

## PROFESSIONAL INVOLVEMENT

Member, American Marketing Association

September 2017-Present

## LEADERSHIP EXPERIENCE

Baseball Team, Concordia University, St. Paul

September 2018-Present

Member, Tri Pi Math Club, Concordia University, St. Paul

August 2018-Present

Member, Jazz Band, Concordia University, St. Paul

August 2017-2019

## COMMUNITY INVOLVEMENT

Volunteer, Big Brothers Big Sisters, Minneapolis, MN

May 2016-Present

# GABE SMITH

5555 South Avenue, St. Paul, MN 55555  
(555) 555-5555, smith@csp.edu

---

## EDUCATION

Bachelor of Science in Business Management  
Concordia University, St. Paul, MN

Expected May 2021

## RELEVANT COURSEWORK

Social Media Marketing  
Concordia University, St. Paul, MN

Spring 2018

- Collaborated with a team to produce a social media strategy for local arts-based non-profit
- Created an editorial calendar and strategy, while also providing realistic and attainable suggestions for campaigns and audience growth with the help of analytics

## LEADERSHIP EXPERIENCE

Student Athlete  
Football Team, Concordia University, St. Paul, MN

August 2017- Present

- Learn and execute the policies and procedures governed by the NCAA
- Commit approximately 30 hours per week to training, studying playbooks, watching film, travel and competing while simultaneously maintaining full course load
- Develop concentration, strong work ethic and perseverance to meet personal and team goals

## CUSTOMER SERVICE EXPERIENCE

Cashier  
Brueggers Bagels, Woodbury, MN

March 2017-Present

- Provided customer service by welcoming guests, preparing food and performing cleaning duties at the end of each shift
- Performed daily closing tasks including: daily inventory documentation, ensuring correct profits were secure, processing daily paperwork and assisting in store closing
- Prepared majority of food items from baking bagels to creating sandwiches

Administrative Assistant  
Welcome Home Apartments, Minneapolis, MN

Summer 2020

- Provided general upkeep of apartment complexes including lawn care and landscaping, cleaning of buildings, and moving appliances
- Communicated with supervisor any tenant complaints or items in need of repair in order to ensure tenant satisfaction and timely response of their needs

## COMMUNITY INVOLVEMENT

Children's Hospital, St. Paul, MN  
Provided emotional support to kids and their families in the hospital  
Socialized with and motivated ill children

August 2017

## CAMPUS INVOLVEMENT

Member, Tri Pi Math Club, Concordia University, St. Paul  
Member, Jazz Band, Concordia University, St. Paul

August 2017-Present  
August 2019-2020