

# Jana Donovan

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## **EDUCATION**

**Eastern Illinois University** – Charleston, IL

***Bachelor of Science in Kinesiology, Sports and Recreation: Sport Management***

July 20XX

Minor: *Business Administration*

## **PROFESSIONAL SKILLS AND QUALIFICATIONS**

- Event planning organization and execution
- Knowledgeable of rules and regulation for collegiate athletics
- Social media marketing
- Promotional event development and implementation
- Microsoft Office and Photoshop

## **VOLUNTEER EXPERIENCE**

**Game Day USA Baseball Tournament** – Elizabethtown, KY

## **CAMPUS INVOLVEMENT**

***Sports Management Club***

- Leadership Position: *Treasurer*

***Blue Madness***

***Panther Pals***

## **PROFESSIONAL EXPERIENCE**

**Eastern Illinois University Athletics** – Charleston, IL

***Marketing and Promotions Intern***

August 20XX – Present

- Coordinate on-court/field, pre-game, half-time and post-game entertainment, and music for various varsity sports programs
- Aid in the implementation of marketing plans for all intercollegiate sports
- Assist training student volunteers
- Coordinate game day planning and promotions for various sports programs

**My Academy of Gymnastics and Dance** – Mattoon, IL

***Gymnastics Coach***

August 20XX – Present

- Assist with preparation of lesson plans and routines for classes
- Develop positive relationships with participants, and provide motivational support and guidance
- Maintain gymnastics office and class records in an orderly and efficient manner

**Chicago Park District** – Chicago, IL

***Gymnastics Instructor*** (seasonal)

June 20XX – August 20XX

- Organized each class or events equipment needs for set up and take down
- Prepared lesson plans and rotation schedule for team classes
- Followed all emergency and safety procedures, and completed incident and accident reports as necessary