

JACKSON SOLBERG

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Objective

Having entered the University of Texas, Austin as an undeclared major I am currently on track to declare a Corporate Communications major while minoring in Business. Seeking to gain knowledge and experience within a professional work environment, I find myself prepared and eager to contribute to such.

Education

University of Texas, Austin, TX

Expected Graduation, May 2021

Major: Corporate Communications

GPA: 3.3338/4.00

Memphis University School

Graduated, May 2017

Work Experience

Sonic Corporation, Memphis, TN

Office Assistant/Cook (Summer 2016, 2017)

- Family business and restaurant chain independently owned in the greater Memphis area
- Performed daily office/restaurant duties including paperwork, cooking, general maintenance, and errands to and from various stores

Rock N' Dough Pizza, Memphis, TN

Waiting Staff (Winter 2017)

- Privately owned and operated restaurant
- Served as waiter while performing various routine restaurant maintenance tasks

Guardian Concierge Service, Memphis, TN

Car Valet Team (Winter 2016)

- General concierge service hired for large events, venues
- Provided instructions/directions for patrons and organized valet procedures specific to the event

Norton Rose Fulbright, LLP

Business Development Intern (Summer 2018)

- Sat in on video calls with other national branches of the firm, aided in the logistics of various projects, and compiled data to send to other branches of the firm
- Gathered employee data for a restructuring of the firm's employee database

Activities and Philanthropy

Phi Gamma Delta fraternity (2017-2019)

Future Business Leaders of America (2013-2017)

Boys and Girls Club of Memphis (2013-2017)

Reading for Aces (2017)

Cotton Carnival of Memphis (2017-2018)

First United Methodist of Austin Feeding the Homeless (2017)

- Served the homeless Tuesday and Thursday mornings

Sail Caribbean (2013-2015)

- Learned to sail large boats, became scuba certified, cleaned beaches, and tagged sea turtles for research

Awards and Acknowledgements

Cotton Carnival of Memphis Prince (2018)

Memphis University School Dean's List (2015-2017)

University of Texas Honor Roll (Fall 2018)

Skills

- Computer software: Microsoft Word, Excel, PowerPoint, Google Docs, Google Slides, Infographics
- Organization and Communication skills