

JORDAN RICE

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EDUCATION

The University of Texas At Austin, College of Liberal Arts

January 2019 - Present

Bachelor of Arts, History

Minor: Business, *McCombs School of Business*

Udemy, Three Courses

May – June 2018

Intro to HR, Conflict Management & Emotional Intelligence, Essentials of Feedback & Performance Management

Jesuit College Preparatory School of Dallas

August 2013 – May 2017

PROFESSIONAL EXPERIENCE

Northwestern Mutual, Dallas, TX, Sales Intern

July 2018

- Researched potential prospects targeting Dallas market, built prospect contact spreadsheets using Excel
- Audited and improved organization of all client files senior financial advisor

Telluride Ski Resort, Telluride, CO, Ski Valet

December 2017 – January 2018

- Engaged with 500+ customers/day, ensured highest level of customer service by quickly attending to each request
- Effectively answered a wide range of questions, worked collaboratively on a team of ten with four valets/shift

Camp Longhorn, Burnet, TX, Counselor

Summer 2016, 2017 & 2018

- Selected to supervise and mentor a cabin of 13 boys ages 9-10 on skills related to teamwork and conflict resolution
- Educated and coached 300+ campers in numerous water sport and land activities
- Ensured each camper's safety and emotional well-being, mentored as needed, especially for first-time campers

Brookhaven Country Club, Dallas, TX, Golf Membership Services Associate

Summer 2015

- Worked collaboratively with five other associates, provided highest customer service level possible for golf members
- Personally greeted members by name at their car, transported to golf cart, ensured it was clean and well stocked
- Checked in members, verified tee times, resolved issues related to tee times, guests, any other logistical issues

LEADERSHIP ACTIVITIES

Phi Gamma Nu, Austin, TX, Active New Member

February 2019 – Present

- One of 28 students selected, included two round of interviews, membership based on academics and campus engagement
- Actively engage in business fraternity, participate in philanthropic, leadership and career development activities

Phi Gamma Delta, Austin, TX, Active Member

August 2017 – Present

- Selected as new member of 50+ pledge class, recruit and volunteer at 6-8 philanthropic events per year
- Coordinate resources, help plan and execute 4-8 social events per year with attendees ranging from 200 – 800+

UT Trout Unlimited, Austin TX, Active Member

August 2017 - Present

- Actively participate in stocking event at Guadalupe River, solicit sponsors and plan 1-2 fundraising events/year

Jesuit College Preparatory School of Dallas, Student Leader & Athlete

August 2013 – May 2017

Ignatius Leadership Corps

- Twenty students selected each year to select non-profits and lead every service project for the high school
- Served as student liaison to non-profits, recruited volunteers, created schedules, tracked volunteer hours
- Planned 6-8 projects/year for Down Syndrome Guild of Dallas and Notre Dame School of Dallas including dances, fundraising walks and athletic competitions, coordinated weekly volunteers for Meals on Wheels home deliveries

Football Team Senior Captain, Played all four years

Big Brother, One of ten seniors selected to mentor incoming freshman to ensure students acclimated well to the school

SKILLS

Business: Client Service, Personnel Management, Service Leadership, Volunteer Recruitment, Project Management

Computer: MS Office (extensive Excel), iMovie, Trello

Personal Interests: College/Pro Sports, Fantasy Sports, Hunting, Fishing, Community Service