

ANNA KEEPER

123 Star St., Oklahoma City, OK, 12345
(405) 555-5555 | akeeper@youremail.com

Driven student athlete committed to applying leadership, time management and teamwork skills to a summer internship in the field of Public Relations.

EDUCATION

Oklahoma City University, Oklahoma City, OK

Bachelor of Arts, Mass Communications in Public Relations; Minor in Spanish

GPA: 3.3 | Anticipated graduation, May 2017

Athletic Scholarship, 2013 - 2017

Relevant Coursework: *Fundamentals of Oral Communication, Interpersonal Communications, Public Speaking, Practical Writing, Public Relations and Promotional Strategy, Media and Crisis Communication*

COLLEGIATE ATHLETICS AND LEADERSHIP

OCU, Women's Soccer

- Team Captain, 2015 – present
- Devoted an average of 30 hours per week to conditioning, practices, meetings, films, travel and game competitions
- Achieved 100% attendance at practices and games for three consecutive years
Scouted high school talent; provided tours of campus and athletic facilities to prospective student-athletes and their parents
Assisted coaches with teammates' stretching, conditioning, and nutrition guidance
- Performed other duties assigned by Coaching Staff or Athletic Administrators

SKILLS

- Microsoft Word, Excel, PowerPoint
- Basic proficiency in Adobe Photoshop, Indesign
- Knowledge of various social media platforms, Twitter, Facebook, Instagram, Pinterest
- Strong public speaker: Conducted numerous presentations to school groups on the importance of education, conditioning, and competition
- Proficient in Spanish, oral and written

CAMPUS ACTIVITIES

OCU STARS Program for Student-Athletes, 2014 - present

- 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

Volunteer Reading Tutor, Cleveland Elementary, 2015 – present

EXPERIENCE

Coach, Lil' Kickers Club, Oklahoma City, OK, 2015 – present

- Led weekly soccer clinics for participants 5-12 years of age
- Coached and mentored a team of 6 – 7 year-old females
- Planned, coordinated, and evaluated scrimmages and competitive games
- Assisted head coach in the organization of waiver and liability forms

ANNA KEEPER

123 Star St., Oklahoma City, OK, 12345
(405) 555-5555 | akeeper@youremail.com

References:

Daren Star
Athletic Director
Oklahoma City University
dstar@youremail.com
(555) 123-5555

Shelby Wins
Head Coach, Lil' Kickers
Oklahoma City, OK
shewins@youremail.com
(555) 555-1234

Annabelle Readsmore
Elementary Teacher and Literacy Coach
Cleveland Elementary, Oklahoma City, OK
areadsmore@school.com
(555) 555-4321