

**SEEKING A SUBSTANTIAL NEW ASSIGNMENT
WITH YOUR ORGANIZATION**

With a Bachelor's degree in Family and Human Development, and experience meeting goals in diverse and interactive environments, I am very interested in a responsible role with your organization.

My background encompasses contributions in school-based programs, sporting events, charity fund-raising and hospitality settings. In every situation, I have been recognized for my leadership, organizational skills and meeting or exceeding expectations.

Upbeat, energetic and competitive, I have strong interpersonal skills and enjoy collaborating with colleagues and clients to meet ambitious goals. Able to accept formal and informal leadership roles, I take the initiative to identify and resolve obstacles to goal achievement.

Dedicated to making a difference, some of my strengths and competencies include my work ethic, attention to detail, dependability and commitment to excellence.

Thank you for reviewing my resume. Please contact me to arrange a time when we can meet. I appreciate your consideration of my candidacy.

JESSICA D. JAPKA

OBJECTIVE

I am seeking a position with your organization. A team player, I am effective with minimal supervision and I enjoy a highly interactive work environment.

EDUCATION

Bachelor of Science in Family and Human Development

Four-year Presidential Scholarship Recipient, Arizona State University, Tempe, AZ

ACCOMPLISHMENTS

Moved to management staff after less than a year working as a server/bartender. Assistant Manager/ Bartender, The Social Hall, 2020

Achieved number one ranking in sales of platinum memberships; selected to train and manage staff. Bayhost / Shift Lead, Top Golf Scottsdale, 2018

Recognized as the highest performing hostess; created and implemented new training procedures for increased efficiency and profits. Hostess, Pedal Haus Brewery, 2017

STRENGTHS AND ATTRIBUTES

Special event coordination
Team leadership / delegation
Energetic and goal oriented
Exceptional interpersonal skills
Personal initiative
Strong promotional abilities
Able to handle multiple tasks
Technology / social media

Administrative / operations assistance
Proven organizational and execution skills
Creative and resourceful
Superior guest services knowledge
Very capable in problem-solving
Community outreach / networking
Attention to detail
Patron engagement / education

WORK EXPERIENCE

Board of Directors for Couponing for the Less Fortunate (501c3) Scottsdale, AZ

2020- present

Oversee events organized by the non-profit; make decisions regarding events, fundraisers, and sponsorships; consult with other directs to make decisions.

Public Relations Director, Scottsdale Titans Pro Basketball Team, Scottsdale, AZ

2020- present

Director of the public relations campaigns for the Scottsdale Titans; write press releases; organize a team of five interns and delegates tasks to each; collaborates with media and reporters.

Promotion Team Member, Salt River Fields, Scottsdale, AZ

2019- 2020

Promoted team spirit and fan engagement during the Colorado Rockies' spring training; directed special events and promotions; provided in-game entertainment and fan participation.

Youth Market Intern, American Heart Association, Tempe, AZ

2018

Collaborated with Youth Coordinators to conduct interactive presentations to elementary and middle school students to promote heart health; gave tours of the Halle Heart Museum.

Assistant Manager/Special Event Staff / Bartender / Server, Social Hall, Tempe, AZ

2019 to Present

Shift Lead / Bayhost, Top Golf Scottsdale, Scottsdale, AZ

2017 to 2018

Hostess / Server, Pedal Haus Brewery, Tempe, AZ

2016 to 2017

Selected to lead and train staff and organize processes for increased sales and efficiencies.

ADDITIONAL INFORMATION

Available to work flexible schedule

CPR certified

Experienced in Microsoft Office, Microsoft Dynamics and Luminate CRM for non-profits.

Through my college sorority, I volunteered in several charity events including Feed My Starving Children and helped raise funds for Prevent Child Abuse America and Girl Scouts of the USA.