

Toolkit: Sport Management Resume Sample

LU Rambler Name

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Competitive and resourceful sports management major. Passionate about sales and business development and committed to delivering exceptional results. Experienced in sales and customer service, and skilled at collaborating effectively with team members. Determined, driven to perform, and motivated to succeed.

CORE SKILLS & COMPETENCIES

Sales & Leadership Skills | Relationship Builder | Strong Work Ethic | Results-Oriented | Project Management
Lead Generation, Outreach, & Qualification | Microsoft Dynamics CRM | LinkedIn Sales Navigator | ZoomInfo

EDUCATION

Loyola University Chicago - Quinlan School of Business, Chicago, IL Expected May 2024
Bachelor of Business Administration, Sport Management Dean's List GPA: 3.7/4.0
Recipient of the Dean's Scholarship Dean's List: Spring 2021 & Fall 2022

WORK EXPERIENCE

Business Development Assistant – ABC Micro – Chicago, IL (Remote) August 2021 – May 2022

- Identified 20-30 new business prospects each month. Generated customized outbound emails to target businesses with a focus on distribution & logistics sales opportunities
- Developed detailed product knowledge and built strong internal relationships

Ticket Sales Representative – Loyola University Athletics – Chicago, IL September 2021 – May 2022

- Assisted with ticket sales, managed VIP ticket requests, and directed fans to their ticketed sections
- Set up and staffed game day table featuring Loyola Athletics materials for fans
- Delivered a high level of customer service to all Loyola Ramblers fans

Client Service Representative – XYZ Escape Room – Chicago, IL June 2021 – August 2021

- Managed the delivery of engaging and fun group experiences for over 50 clients each day
- Consistently received positive customer feedback and generated repeat customer visits
- Created a positive team culture and held teammates accountable for their work responsibilities

Student Ambassador – Loyola University Chicago – Chicago, IL Spring 2021

- Conducted campus tours for up to 40 prospective students per shift
- Promoted the values of Loyola University to prospective families and answered questions

CERTIFICATIONS

The Milwaukee Way Sales Academy – Certified by Milwaukee Bucks NBA Team Winter 2021
Sport Management Certificate – Sport Management Worldwide Summer 2020

Pro Tips

- Best Fonts:
Georgia,
Garamond,
Ariel, Helvetica,
Calibri
- Your physical address is no longer needed, city and state are sufficient
- Avoid using first person pronouns
- Send as a PDF unless requested in another format saved "Your Name - Resume - Month Year"
- One page is considered appropriate for college students and recent graduates



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Sample Interview Questions

- Tell me about yourself.
- Why are you interested in working for our company?
- Show how your top three strengths align with this work.
- What made you select sports management as a career path and how did your degree uniquely prepare you for this field?
- What is your leadership style like with colleagues and teammates?
- What are your strengths? How do you see them relating to this job?
- How are fans a unique customer base? And what do you already know about our fans?
- What can teams do to encourage good community relations? What experience do you have with community outreach?
- Please share about your experience with diversity, equity and inclusion as well as your commitment to anti-racism efforts in a team setting.
- Tell me about a time that you had to overcome a setback that caused you to deliver a project late. How did you communicate about it with your team and colleagues?
- What does organizational culture mean to you and why is it important to a company? Can you share about what kind of work culture you thrive in?
- If you had one month and a \$50,000 budget to tackle any project, what would it be?
- Tell me about a time you had to deal with a team member who constantly opposed your ideas. How did you handle it?
- Describe a time when you had to work collaboratively to achieve ambitious goals you set. How did you support and motivate your colleagues to accomplish a goal?
- Describe a project you successfully managed end-to-end. What challenges did you face and what did you do to overcome them?
- If you had to keep a variety of stakeholders informed about a project, including senior leaders, team members or even fans, how would you adjust your communication style for each set of people?
- Please share about your approach to customer service. Please describe a time when you had to resolve a customer complaint to ensure a better overall experience.
- How do you hope to grow as a professional in the next 2-5 years?

Professional Resources and Associations

- American Management Association (AMA)
- Sports Marketing Association
- Association of Management Training
- North American Society of Sports Management
- Association for Women in Sports Media
- Sports Business Journal
- Sport Business
- National Association of Women Business Owners
- Teamwork Online

Skills

- Budgeting and Scheduling
- Community Relations and Outreach Campaigns
- Project Management
- CRM Experience (Salesforce)
- Event and Risk Management
- MS Office, Adobe, Google Docs and any relevant industry-specific programs
- Sponsorship Solicitations
- Ticket Sales and Marketing
- Vendor Management
- Relationship Development
- Reporting and Data Analysis
- Strategic Decision Making
- Conflict Resolution
- Cross-Cultural Competency
- Client Presentations and Public Speaking
- Customer Service
- Marketing Campaign Tools (Mailchimp)
- MS Excel: VLOOKUP, Index/Match, Pivot Tables
- Sport Analytics

