**Vail, Jordan**

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| **Education** | | |
| * Masters of Business Administration in Sports Management, Tiffin University-2019- Present * Bachelors of Art Degree, University of North Dakota, 2019 * Knowledgeable in applying NJCAA and NCAA | | |
| * Proficient with Microsoft Office Word, Excel, PowerPoint, and SPSS   **Sports Management Mentorship**  January 2021- Present   * Using coaching position as internship * Working with the Dodge City Community College Volleyballs program and gaining further understanding of how to successfully manage a college athletic program   **Dodge City Community College-** Assistant Volleyball Coach  May 2020- Present   * Develop daily practice plans, coordinate drills and individual skill development * Recruiting coordinator, responsible for official and unofficial visits – visit itinerary’s * Coordinate team travel trips, lodging, meals and tournaments * Managed all Dodge City Volleyball social media accounts – Increased fan engagement * Completed administrative duties and advised student athletes – team GPA: 3.0 Fall 2020 * Coordinate summer and fall camps and clinics * Assist team fundraising efforts * Manage and organize team gear and equipment * Responsible for team film, upload and breakdown as well as highlight videos * Successfully managed team’s budget   **Western Texas Community College-** Assistant Volleyball Coach  July 2019 – May 2020   * Assistant Coach for the Women’s Volleyball Team at Western Texas College * Assist with all aspects of developing the Volleyball Program and promoting sports at * Western Texas College * Knowledgeable in applying NJCAA and NCAA policies, rules and regulations and ensures the Volleyball Program meets or exceeds the compliance guidelines at all times * Assist Head Coach with the recruitment and retention of competitive Student Athletes * Assist with leading practice sessions and teaching volleyball fundamentals and skills while ensuring   safety guidelines and standards are maintained   * Provide on-court offensive and defensive training to student athletes, this consist of position training,   discipline and motivating students to compete at their highest level   * Develop student athlete’s physical fitness while conducting lifting and conditioning * Assist Head Coach with scouting opponents in conjunction with match preparation and analysis for both opponents * Responsible for film and film breakdown and analyzing data for the Head Coach using Krossover   and iStat, Volleyball2 and Solo Stats programs   * Responsible for travel planning, meals, lodging, and equipment orders * Maintained a high level of professionalism on and off the court; developed effective working relationships   with student-athletes, parents, administrators, faculty, staff and within the community   * Monitors student-athlete academic progress and class attendance in collaboration with Academic Advisors * Possess an outcome oriented approach to coaching through the ability to successfully impart   knowledge and instigate learning in student athletes   * Excellent problem-solving and oral/written communication skills * Assist with and promote community service initiatives * Perform other duties as assigned in a dynamic fast paced environment; manage stressful situations and   always project a positive role model for student athletes  **LEADERSHIP EXPERIENCE**  *Stars Athletics Volleyball Head Coach*  January 2019-May 2019   * Organized team travel and tournaments * Focused on teaching volleyball fundamentals to 16-year old athletes * Plan and execute weekly team practices | | |
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| *University of North Dakota Volleyball team captain*  January 2018-December 2018   * Gained valuable experience making important decisions under pressure * Overcame adversity in tough situations * Served as a liaison between coach and players * Mentored incoming freshman to adapt to college life * Organized formal and informal meetings to facilitate and improve communication among team members  |  | | --- | | **SPORTS MANAGEMENT EXPERIENCE** | | *Shadowing the University of North Dakota’s Volleyball Director of Operations*May 2018-July2018   * Assisted in planning and organizing summer camps registration and enrollment operations * Demonstrated willingness to work non-traditional hours, evening, and holidays * Provided assistance with the team travel arrangements for 15 players ensuring all refreshments   were ordered and lodging reservations completed in a timely manner   * Coordinated and contributed to the development of team events and program agendas * Excelled in learning the day to day operations of a Sports Manager | | | |
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| *University of North Dakota Volleyball team co-captain*January 2017- December 2017   * Developed great communication skills * Learned problem-solving skills | | |
| **INTERCOLLEGIATE ATHLETICS**  *Baylor University*  August 2015-May 2016   * Completed Freshman year as a student athlete   *University of North Dakota* August 2016-December 2019   * Recognized the importance of representing the University of North Dakota brand as a student-   athlete in a positive manner   * Received All Big Sky First Team in 2017 * Received Big Sky Tournament All-Tournament Team in 2017 * Big Sky Conference Tournament Champions in 2017 and 2018 * NCAA Tournament appearances in 2017 and 2018 * Recipient of All Summit League First Team in 2018 * Recipient of Summit League All-Tournament Team in 2018 * Developed interpersonal skills talking and communicating with boosters and donors * Obtained valuable experience with time management balancing a full workload and competing at a   high level   * Learned how to respond to criticism and feedback | | |
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| **COMMUNITY SERVICE** |
| * Humane Society July 7, 2016 * UND Athletics Halloween Bash October 31, 2016 * Champion Club April 29, 2017 * Champions Club Appreciation April 12, 2018 * Special Olympics September 1, 2018 * Western Texas College Halloween Bash   October 31, 2019 |