**Vail, Jordan**

| (210) 818-0155 | Jvail@dc3.edu

|  |
| --- |
| **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 CoachJuly 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
 |
|  |
|  |
| *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
 |

 |
|  |
| *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
 |
|  |
| **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  |