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| Jacob Dumont  25-year-old self-motivated and progress-driven Metis. | 3 Delaronde Hill  Saskatoon, ST 12345  **(306) 980-5616**  **jacobdumont99@hotmail.com** |
| EXPERIENCEGabriel Dumont Institute, Saskatoon — *Administration Coordinator - Special Projects*October 2024 - PRESENT **Supported the efficient processing** of trades school application funding for a highly respected company.  **Managed email communication** related to funding applications, ensuring clear and timely information exchange between applicants and the funding manager.  **Reviewed applications for completeness and accuracy**, identifying any missing or incorrect information.  **Proactively addressed application discrepancies** by clarifying details directly with the funding manager.  **Maintained an organized and accessible database** by entering accurate student information into the company system.  **Contributed to overall application process** efficiency by handling various administrative tasks and crafting professional email responses. Rally MotorGroup, Prince Albert — *Marketing & Media Manager*July 2023 - September 2024 **Developed and executed comprehensive marketing campaigns** across multiple brands (Rally Mazda, Rally Volkswagen, Rally Motorsports) including the largest Polaris dealership in North America.  **Created engaging content** tailored to diverse audiences, leveraging various formats (written, visual) to maximize reach and brand resonance.  **Managed website content and inventory**, ensuring accuracy and user-friendliness across all dealership platforms.  **Streamlined internet lead management** for Rally Motorsports, implementing efficient processes for prompt and professional follow-up by the sales team.  **Demonstrated strong organizational skills** in a fast-paced environment, prioritizing tasks and meeting deadlines.  **Gained valuable industry knowledge** in the automotive and power sports sectors.  **Administrative support:** I added a line highlighting the administrative support provided to teams.  **Data tracking systems:** Emphasized implementation and maintenance of data tracking systems.  **Data-driven decision making:** Showcased the use of data insights for decision making. City of Prince Albert Cooke Golf Course, Prince Albert — *Greenskeeping*Summers of- 2019 to 2022 **Maintained a consistent early start time** (5:00 AM) to ensure efficient completion of daily tasks and meet course opening deadlines.  **Demonstrated adaptability and problem-solving** skills by effectively handling various daily tasks and unforeseen course maintenance challenges.  **Developed expertise in green maintenance**, including early-morning mowing, precise hole location and cup placement, and achieving visually appealing striping patterns in the rough.  **Contributed to a well-maintained and visually appealing** course by performing a comprehensive range of upkeep and cleaning duties.  **Promoted a collaborative work environment** by working effectively as part of a team to provide golfers with the best possible playing experience.  **Maintained a continuous learning mindset** by actively seeking opportunities to acquire new skills and knowledge related to golf course maintenance.  **Demonstrated strong initiative** by proactively assisting in all aspects of course maintenance to ensure top-notch playing conditions.  *More jobs upon request* EDUCATIONSt Mary Highschool, Prince Albert — *HIghschool Diploma*September 2013 - June 2017Saskatchewan Polytechnic, Saskatoon — *Diploma of Media Production*September 2018 - June 2020 [Digital Portfolio](https://www.jacobdumont.com/) | SKILLS  * Content Creation * Marketing * Social Media Advertising * Data Management * Management * Attention to Detail * Drone Piloting * Website building * Conversationalist * Quick Learner  AWARDS / CERTIFICATIONS **Career Development Practice:** 25-hour in-person course about career development  **Metis 101 Certificate:**  Everything you need to know about being a Metis citizen in Saskatchewan  **Blue Moose Media Digital Marketing:**  hands-on program teaching essential digital marketing skills, from social media and content creation to SEO and paid advertising INTERESTS Content Creation  E-Sports  Biking  Travel  Fitness  Hiking  Cinematography  Story Telling |