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| Jacob Dumont25-year-old self-motivated and progress-driven Metis. | 3 Delaronde HillSaskatoon, 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 advertisingINTERESTSContent CreationE-SportsBikingTravelFitnessHikingCinematographyStory Telling  |