

JESSICA LANTZ

JESSICA@FREELANTZSPORTS.COM
12013 WESTERN VIEW DRIVE | OKLAHOMA CITY 73162
405.326.2836
- WILLING TO RELOCATE -

SUMMARY OF QUALIFICATIONS

Broad experience with organization, management and development of professional teams and departments
Extensive verbal and written communication skills
Management, Merchandising, Purchasing, Customer Service, Human Resources Facilitator, Accounting/Finance Facilitator—over seven (7) years experience

WORK PROJECTS

Write and maintain an online sports blog – www.freelantzsports.com – covering various events, news and notes in the sports world in pictures and words; established in 2009
Assisted in development and implementation of the Office of Facilities Management after a campus relocation
Oversaw greater part of expansion lifecycle of large retail facility from one floor to two; post-inception through construction to opening
Led training for CVS Management Certification

WORK EXPERIENCE

Assistant Sports Information Director 2010 – Present
Oklahoma City University

Create, publish and distribute media materials, game stories and feature stories, and maintain in-game statistics with StatCrew for 19 sports throughout the academic year. Photograph athletic events for use by OCU's athletic department. Serve as primary contact for women's basketball, soccer, rowing, track and field, softball and cheerleading to produce media guides and website content, maintain rosters, statistics and more. Secondary contact for men's basketball, wrestling, golf, baseball and volleyball.

Media Relations Assistant – Volunteer 2010
Oklahoma State University, Stillwater, Okla.

Assisted the Oklahoma State media relations department with gameday operations including assisting with manual statistics spotting, collating gameday stat packets, distributing in-game stats to television, radio and coaches and anything else as needed by the OSU sports information staff.

Executive Assistant to the Vice President of Operations 2006-2007
Hartford Urban Ventures, Hartford, Conn.

Worked to create, implement and maintain documents, forms, databases, logs and handbooks for a multi-campus operation. Responsible for billing and banking, purchasing, calendar management, payroll, human resources and more. The office is responsible for overseeing four campuses, totaling approximately 120 acres of land, 1.1 million square feet of space and 2,000 students.

Store Management 2002-2006
CVS/Pharmacy, Greater Boston and Greater Hartford area

Responsible for all facets of operations, including visual merchandising, sales building, recruiting, scheduling, human resources, ordering, inventory management, loss prevention, and customer service as both an assistant and a store manager.

ADDITIONAL FREELANCE EXPERIENCE

America Collegiate Rowing Association Regatta coverage – *The Oklahoman* May 2010
1st & 10 spotter, Washington State vs. Oklahoma State – FOX Southwest September 2010
Official stats, Oklahoma vs. Oklahoma State football – ABC/ESPN November 2010
Stage manager, Oklahoma vs. Oklahoma State wrestling – Cox Communications December 2010
Official stats, Iowa vs. Oklahoma State wrestling – ESPN U January 2011

EDUCATION

Sociology, Bachelor of Science 2000
Oklahoma State University, Stillwater, Okla.

Relevant Skills:

StatCrew
In game statting basketball, soccer, baseball/softball, volleyball
DakStats
ICS SideArm Sports
MS Office Suite
Word, Excel, PowerPoint, Outlook, Publisher
Adobe
Dreamweaver
Photoshop
Wordpress
Social media
Video streaming, YouTube, Twitter, Facebook

Published by:

Daily Oklahoman
Tulsa Shock
Swish Appeal
Athlon Sports
National Athletic Testing System
Southern Indoor Football League

Highlighted Events:

2010 NAIA Women's Soccer National Championships
2010 Tulsa Shock
2010 WNBA Draft
2010 East-West Shrine Game
2010 Armed Forces Bowl
2009-10 OSU Women's Basketball & Wrestling

Organizations:

College Sports Information Directors of America (CoSIDA)