

Jarred L. Smith

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WORK EXPERIENCE

Operations Manager, SMG at the Irving Convention Center, Irving, TX *May 2016-Present*

- Awarded Employee of the Quarter – March 2018
- Manages of a team of five full-time staff members who are responsible for facility management
- Trains staff on building and safety policies while ensuring OSHA standards are followed
- Manages third party contractors for building maintenance and projects
- Handles logistics for all events within the building, including scheduling and coordination of event setup, lighting, and housekeeping
- Implements sustainability policies and practices
- Tracks key measurements such as waste diversion, energy, gas, and water usage
- Cut waste sent to the landfill by 35% in 2018
- Enrolled in a Demand Response generating potential revenue of \$92,000 over 5 years
- Leads a Green Team to promote sustainable practices amongst staff members
- Created the Imagine Irving arts contest in partnership with Irving ISD to create community connection

Operations Intern, AT&T Performing Arts Center, Dallas, TX *June 2017 – August 2017*

- Completed this internship for graduate school credit
- Worked with the Director of Operations and Events to ensure events went smoothly for all parties

West Campus Athletic Facilities Assistant, Texas A&M University, College Station, TX *January 2016-May 2016*

- Managed day-to-day operations of seven athletic facilities
- Monitored facility upkeep and renovations through work orders
- Led communication with custodial, maintenance, and grounds staff to prepare venues for games and practices
- Ensured buildings were up to NCAA, SEC, federal, and state code
- Coordinated setup and operation of all special events held in West Campus Athletic Facilities

Special Events Operations Assistant, Texas A&M University, College Station, TX *August 2015-January 2016*

- Coordinated setup and operation of all special events at Kyle Field
- Met with potential clients to discuss hosting their event
- Managed day-to-day operations of the Bright Building and Gilliam Indoor Track Complex
- Managed game day operations of the Zone Club for all home football games
- Controlled operations of all home track meets at Gilliam Indoor Track Complex

CERTIFICATIONS

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| • OSHA 30 Hour Certification | December 2018-Present |
| • Certified Forklift Safety Trainer | October 2018-Present |
| • Certified AWL/MEWL Safety Trainer | October 2018-Present |
| • LEED Green Associate | April 2018-Present |
| • Trained Crowd Manager | May 2017-Present |
| • Forklift Certified | September 2016-Present |
| • Aerial Worklift Certified | September 2016-Present |

EDUCATION

- Texas A&M University, College Station, TX
 - Master of Science in Sport Management
- Bowling Green State University (BGSU), Bowling Green, OH
 - Bachelor of Science in Education: Concentration in Sport Management, minor in Marketing
 - Graduated Cum Laude and on the Dean's List
 - Sigma Mu Omicron (Sport Management Honor Society): Inaugural member – Spring 2015

VOLUNTEERING AND OTHER POSITIONS

Irving ISD Culinary and Hospitality Board Member	2018-Present
AT&T Cotton Bowl, Senior Hospitality Team Member	2013 and 2014 Bowl Seasons
Toledo Mud Hens, Merchandising Intern	2014
NCAA, Men's Ice Hockey Team Operations Volunteer	2013
Bowling Green State University Football, Equipment Manager	2013
Cotton Bowl Athletic Association, Volunteer	Various football games 2009-2011
Dallas Stars Selects, Tournament Operations Volunteer	2005-2009