

Jack Keathley

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EDUCATION

University of Kansas, Lawrence, KS

Bachelor of Science in Journalism, Minor in Business

May 2026

Lawrence Free State High School, Lawrence, KS

High School Diploma

May 2022

EXPERIENCE

LOGIE'S ON MASS: Lawrence, KS

November 2022 – Current

Line/Prep Cook, Kitchen Manager/DJ

- Coached staff to elevate performance and achieve productivity, quality, and customer satisfaction standards.
- Managed inventory and controlled labor costs to reach profit goals.
- Maintained established inventory levels and ordered stock to keep ingredients at optimal levels.

LAWRENCE COUNTRY CLUB : Lawrence, KS

February 2024 – September 2024

Pool Manager

- Oversee daily operations of the pool facility, including staff scheduling, maintenance, and guest services.
- Conduct regular inspections of pool facilities and equipment.
- Develop and manage pool operating budget while monitoring and controlling expenses.
- Generate revenue through memberships, rentals, and concessions.

KU SCHOOL OF BUSINESS: Lawrence, KS.

September 2022 – May 2024

Dean's Office Assistant

- Perform general office duties, including answering multi-line phones, routing calls and messages and greeting visitors.
- Collect and update physical records and digital files to maintain current and accurate documentation.
- Provide support to executive staff by running errands, managing mail, and aiding in board meetings.
- Facilitate communication with donors, families, academic staff, and other guests who are meeting the executive staff.

KJHK STUDENT RADIO: Lawrence, KS

October 2022 – Current

Music Staff Member/Summer Radio Host

- Writing weekly album reviews for a variety of genres and audiences to be published in an online format.
- Attended weekly meetings to discuss current trends in music both local and nation-wide.

HIGHLANDER CAFÉ: Lawrence, KS

August 2022 – January 2023

Food and Beverage Manager

- Performed general administrative tasks and ran and organized programs.
- Interviewed, hired, and trained all employees.
- Researched vendors and established positive relationships to ensure the best value for products purchased.

LAWRENCE COUNTRY CLUB: Lawrence, KS

May 2018 – August 2022

Server/Head Pizza Lead/Line Cook

- Coached staff to elevate performance and achieve productivity, quality, and customer satisfaction standards.
- Selected and developed standardized recipes to maintain consistent quality.
- Managed inventory and controlled labor costs to reach profit goals.
- Maintained established inventory levels and ordered stock to keep ingredients at optimal levels.

SKILLS

- Customer Service
- Project Management
- Social Media Management
- Event Coordination
- Professional Writing