



**PGA Sample Resume 5  
(Head Professional)**

**JASON X. DAVIS**  
**PGA Professional**

1158 East Sycamore St., North Cerrito, CA 94530 • (510)123-4567 • jdavis2003@pga.com

- **Extensive Experience in Private Club Operations**
- **Skilled in Providing Exceptional Customer Service**
- **Documented Success in Member Sales and Retention**
  - **Successful in Driving New Business**

**ACHIEVEMENT HIGHLIGHTS**

**Developed membership recruitment strategy that brought in 43 new members in 2013**  
**Created a unique marketing and promotions campaign that increased rounds by 11% in 2012**  
**Increased tournament participation 25% from 2010 – 2012**

**PROFESSIONAL EXPERIENCE**

**Head Golf Professional**

2007 - Present

Sun City Country Club, Hercules, CA

*An 18-hole private member-owned country club with 350 members playing 30,000 rounds annually and a merchandise concession with \$750,000 in annual revenues.*

- Trimmed golf operations expenses by 19% from 2008 level
- Provided 300 hours of personal instruction for members annually
- Brought in 3 new corporate events grossing \$35,000 in club revenues in 2012
- Incorporated innovative staff training programs to maintain high customer service standards
- Created club's monthly newsletter and social media communications

**Assistant Golf Professional**

1999 - 2006

Monterey County Country Club, East Salinas, TX

*An 18-hole upscale semi-private club with 175 members and customers playing 37,000 rounds annually*

- Managed golf operations in the absence of Head Professional
- Helped install a POS system leading to improved golf shop efficiency
- Assisted in staff development/motivation for 13 outside service staff, increasing morale and member service
- Managed more than 25 annual corporate events with revenues in excess of \$200,000
- Taught over 250 private lessons to players of all levels
- Assisted in sales and purchasing for \$750,000 merchandise concession

**PROFESSIONAL ACCOMPLISHMENTS**

- Class A PGA Member, Professional Golfers' Association of America
- Winner of the 2003 PGA Southern Texas Chapter Pro-Am
- Placed 3<sup>rd</sup> in the 2000 Southern Texas Section Assistants Championship
- Awarded PGA Teacher of the Year, Southern Texas Section PGA, 2003
- Voted 2002 PGA Private Club Merchandiser of the Year, Southern Texas Section PGA

**FORMAL EDUCATION**

Bachelor's Degree in Hospitality Management: California State University, 1998

**PROFESSIONAL EDUCATION**

1999–Present, 120 hours PGA Continuing Education relating to *business and staff management and golf instruction*  
2007 – Took extensive 200 hour online program on utilizing the web for creating and promoting business

**COMMUNITY INVOLVEMENT**

2004 – Present Give a minimum of 4 speeches per year to fraternal groups promoting golf and the club  
2006 – Present Volunteer for American Cancer Society's Annual "Swing in Support" fundraiser  
2008 – 2011 Volunteer for "GRIP", a golf program supporting underserved kids in Hercules



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Additional recommendations and an extended list of affiliations are available at:

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