

RILEY JURECEK

TEXAS SPIRIT · ORANGE SQUAD CHEER

riley.j@feniex.com · rileyjurecek.com · Austin, TX



SUMMARY

Communication and Leadership major at The University of Texas at Austin and three-season member of the Texas Orange Squad (coed cheer). Project Manager Intern at Feniex Industries, keeping cross-functional teams aligned through clear status updates, schedules and documentation.

EXPERIENCE

Project Manager Intern

2026

Feniex Industries · Austin, TX

- Prepared status updates and meeting notes to keep engineering, production and sales stakeholders aligned on project priorities.
- Coordinated timelines and follow-ups across teams at an Austin manufacturer of emergency-vehicle lighting, sirens and controllers.
- Documented team processes in plain-language guides for consistent day-to-day reference.
- Used Claude and other AI tools daily to draft communications, summarize discussions and organize project information.

EDUCATION

The University of Texas at Austin

2023–Expected May 2027

Bachelor of Science, Communication and Leadership

Hendrickson High School, Pflugerville, TX

2023

High School Diploma

ATHLETICS

Cheerleader, Orange Squad (Coed)

2023–2026

University of Texas Spirit Program

- Selected for the Orange Squad as a freshman (2023–24) and returned as a second-year member (2024–25).
- Named a returning veteran on the 2025–26 squad following spring tryouts.

SKILLS

Core: Project Coordination, Scheduling, Stakeholder Communication, Status Reporting, Process Documentation, Organizational Communication, Written Communication

Tools: Microsoft Excel, Microsoft Word & PowerPoint, Google Workspace, Claude and other AI tools

REFERENCE

“Riley spent three seasons on the Orange Squad, where every stunt depends on the person next to you showing up ready. She brought that same reliability to Feniex, and she kept people informed without anyone having to ask.”

Hamza Deyaf, Founder & CEO, Feniex Industries