**Education**

Masters of Business Administration | 2016 | Tiffin University

• Major: Business Administration   
• Minor: Sport Management

Bachelors of Science | December 2012 | University of Tennessee-Martin

• Major: Health and Human Performance  
• Minor: Sport Management

University of Memphis (2013-2014)

• Major: Business  
• Minor: Accounting  
• Related coursework: Business Communications, Business Finance, Critical Thinking and Project Management, Production/Operations Management, Analytical Tools in Business

**Experience**

Clerk 1 | State of Tennessee, Memphis, TN | June 2015 – Current  
• Operated Cash Register  
• Carried out a variety of general clerical duties  
• Handled complaints from customers and visitors  
• In charge of informing customers of the rules of the park’s pool and taking their payments’  
• Generated and completed revenue reports  
• Janitorial tasks

Recruiting Coordinator Intern | University of Tennessee-Martin, Martin, TN | January 2012-December 2012

• Day to Day Football and Recruiting Operations  
• Established staff recruiting areas and responsibilities  
• Marketed with the UTM Social Media pages  
• Commissioner and Timekeeper of 7-on-7 Football Camp

• Filmed practices and games, broke down film  
• Organized recruiting database, including scheduling campus tours with potential recruits  
• Maintained mailing list and checklist for football recruits  
• Scheduled recruiting programs and rooms on campus; secured lodging for prospective student-athletes on official visits  
• Compiled recruiting list from coaches and transferred information to UTM senior recruiting in the fall  
• Arranged recruit visits for home games and created game day brochure and mail to prospective recruits, organized game day visit itineraries with staff.  
• Made contact with recruits in state area by phone and letter  
• Maintained recruiting phone call log and collected from staff

Sport Information Assistant | University of Tennessee-Martin, Martin, TN | January 2012-December 2012

• Event Manager for Skyhawks for basketball games and football games  
• Assisted Assistant Sport Information Director and administrative secretary in Sport Information in daily operations of the office  
• Other general office responsibilities in the Sports Information Office.   
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**Skills & Abilities**

• Computer-literate software proficiency covering variety of applications such as Microsoft Office  
• Goal-driven leader who stays productive  
• Personable professional whose strengths include cultural sensitivity and an ability to build working relationships with a diverse workforce in multicultural settings  
• Flexible team player who excels at building trusting relationships with colleagues and others  
• Highly analytical thinking with ability for identifying and improving different work processes  
• Fast and willing learner

**Leadership**

• Ability to work in a team structure  
• Ability to verbally communicate with those inside and outside the organization  
• Ability to make decisions and solve problems based on known information  
• Volunteer usher at 2011 Liberty Bowl, Volunteer for Habitat for Humanity in 2011-2012, Volunteer for T.O. State Park Fullerfest 2015, Volunteer for T.O. Fuller State Park Fishing Rodeo 2015

**References**

Available upon request