

# Aven Pearson

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(832) 475-2282

## Software Proficiencies

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- SGA budgeting software
- Playerspace sports league management
- Kronos workforce management system
- Daxko member management software
- Constant Contact digital marketing platform

## Certifications

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- Grade 8 US Soccer Official
- First Aid and CPR certified

## Work Experience

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### **I9 Sports, Houston/Sugar Land, Texas**

**Program Director** February 2021 – Present

- Create and plan seasonal youth sports programs for approximately 800–2000 players
- Prepare teams and event spaces for programming including creating rosters and assigning volunteer coaches
- Supervise program events and manage approximately 5–15 staff members
- Order and maintain inventory of sports equipment, jerseys, and trophies
- Maintain communication with program participants
- Coordinate staff for monthly educational clinics
- Collaborate with franchise owner and co-directors on marketing strategy via direct marketing and social media
- Onboard staff and volunteers including background checks and training

### **Brenda and John Duncan YMCA, Houston, Texas**

**Youth and Family Program Director** March 2020 – October 2020

- Provide curriculum and programming on-site and off-site for families during the pandemic
- Maintained safety and health practices on-site

**Youth Sports Program Director** January 2019 – March 2020

- Plan and maintain department budget
- Collaborate game scheduling and staff placement with other YMCA centers
- Mitigate and solve conflicts arising from the schedule, staff, or parents/participants via email, phone, or in person
- Engage in community involvement to increase participants for program
- Supervise and teach sports skills and ethics to camp and clinic participants

**Youth Sports Program Manager** November 2018 – January 2019

- Manage a staff of 20 employees including scheduling, payroll, training, and discipline
- Organize sports programs with an average of 620 participants
- Coordinate teams, games, and practice schedules at multiple sites

### **D. Bradley McWilliams YMCA, Houston, TX**

**Sports Assistant** October 2014 – November 2018

- Officiate youth sports games including Basketball, Soccer, Flag Football, and Baseball
- Supervise youth sports practices and games including Basketball, Soccer, Flag Football, Baseball, and Volleyball
- Develop and implement color coded schedules for staff to effectively and efficiently set up for practices and games

## Education

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### **Lone Star College, Houston, TX**

*Associates of Business*, May 2015

### **Special Activities**

Member of the Stephen F. Austin State University Residential Hall Association 2009 – 2010

Stephen F. Austin State University Rugby Player 2009 – 2011