

Giavanna (Gia) Martini

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Education

MAY 2024

Master of Business Administration | Seton Hall University | South Orange, NJ

Concentration: I.T. Management • Service Project Award • Student Excellence Award

MAY 2023

Bachelor of Science in Business Administration | Seton Hall University | South Orange, NJ

Majors: Sports Management & Marketing • Minor: Legal Studies in Business • Honor Societies

Experience

SEPTEMBER 2023 – PRESENT

I.T. & Documentation Consultant | Sterling Securities | Verona, NJ

- Efficiently handled filing and organization of physical & electronic documents, ensuring easy retrieval and compliance with company policies.
- Developed and maintained various Word Documents & Excel spreadsheets.
- Assisted with IT tasks including setting up and configuring computers, installing software, and troubleshooting hardware and software issues.

JULY 2022 – FEBRUARY 2024

Event & Game Day Staff | New York Jets | Florham Park, NJ

- Scanned tickets for entry into open training camps.
- Aided attendees with mobile ticketing issues.

AUGUST 2022 – JANUARY 2023

Administrative & Graphic Design Assistant | Seton Hall Men's Basketball | South Orange, NJ

- Created graphics to assist with presentations for potential recruits.
- Assisted the Men's Basketball Staff with general office work such as answering the phone, filing, typing, assisting with supplies & other assigned tasks.
- Offered reception & office support for everyone that entered the basketball offices.

MAY 2022 – JULY 2022

Club Operations Assistant | Morris Elite Soccer Club | Madison, NJ

- Assisted the MS Elite Staff with operational set-up and execution of all USL 2 & USL W games.
- Managed merchandise by re-evaluating prices and designing price sheets to display at games.
- Brainstormed and implemented game-day experience strategies to improve attendance.
- Designed flyers & promotional materials using Canva.

- Created email marketing campaigns using Constant Contact.

MARCH 2022 – APRIL 2022

Event Operations Assistant | Living Sport | New Orleans, LA

- Selected out of hundreds of applicants to join the Living Sport's Sports Business Program.
- Collaborated directly with the NCAA Final Four Host Committee assisting in multiple aspects of the Men's Final Four weekend.
- Enhanced fan experience through exceptional customer service initiatives including working at the NCAA Men's Final Four Fan Festival and creating excitement on the Street Team.
- Attended sport business networking sessions and workshops all led by industry professionals.
- Developed digital media for Living Sport's corporate social media channels (Instagram/TikTok)

OCTOBER 2021 – DECEMBER 2021

Athletic Facilities & Operations Intern | Seton Hall Athletics | South Orange, NJ

- Assisted the Athletic Facilities & Operations Office with the coverage of all home Pirate sporting events and special events.
- Managed the setup and breakdown of Seton Hall Athletic facilities, oversaw visiting team practices and shoot-arounds, and coordinated facility conversions.
- Acted as a liaison to visiting teams & officials, as well as a supervisor of student employees.

OCTOBER 2021 – DECEMBER 2021

Graphic Design Intern | Seton Hall Athletics | South Orange, NJ

- Designed templates & graphics for presentation of Pirate Athletic Events.
- Created flyers for athletic promotions on campus.

JULY 2022 – FEBRUARY 2024

Tournament Operations Intern | NJPGA | Bedminster, NJ

- Supported the NJPGA Section & Foundation Staff with tournament administration/operations.

Skills

Microsoft Excel • Microsoft Word • Microsoft PowerPoint • Microsoft Outlook • Microsoft Teams • SQL • Microsoft PowerBI • Tableau • Python • Adobe Photoshop • Adobe Premiere Pro • PC Building & Maintenance • Open Broadcaster Software • Proxmox • Google Sheets • Google Forms