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ZERRIE MACK

(817) 525-0415 | mackzerrie@gmail.com | Birmingham, AL 35216

PROFESSIONAL SUMMARY

Recreation and sport administration professional with experience supporting youth programs, game day operations, and special events. Background includes high school football officiating, coaching and group leadership in a university summer camp, and coordinating military ceremonies and command events. Earned an M.Ed. in Coaching, Sport, Fitness and Recreation Administration with program design experience focused on camp scheduling, staffing, risk management, and program materials. Strong in scheduling, staff and volunteer coordination, participant safety, parent communication, and clear documentation.

EXPERIENCE

Fort Worth Football Officials Association | Fort Worth, TX

High School Football Official, Pool Official
05/2025 - Present

- Officiated **32 total contests** for the Fort Worth pool, including **2 scrimmages** and **30 JV regular season games** across multiple schools and sites.
- Worked **multiple on-field positions** including **Back Judge** and **Clock Operator**, supporting full crew coverage while maintaining consistent mechanics and communication.
- Attended **preseason rules and mechanics clinics** and **weekly in season meetings** to stay current on NFHS rule changes, points of emphasis, and crew procedures.
- Completed **pre-game field and equipment walkthroughs** before each assignment, checking field conditions, goal posts, chains, clocks, and sideline setup.
- Met with coaches and site administrators pregame to confirm **game format, timing rules, sportsmanship expectations, and emergency procedures**.
- Managed live game flow by **enforcing NFHS rules**, addressing sportsmanship issues early, and supporting crew communication to keep games safe and organized.

University of Texas at Arlington, Department of Kinesiology | Arlington, TX

Coach and Group Leader, Sports Pathway Summer Camp
06/2025 - 07/2025

- Coached and supervised **22 high school campers** in UTA's Sports Career Pathway Summer Camp, guiding groups through sport stations, classroom sessions, and career talks on the daily itinerary.
- Helped run **2 tournaments** and **8 exhibition games** by supporting scheduling, transitions, rules reminders, and game flow so activities stayed on time.
- Managed **camper safety and behavior** during transitions, lunch, and free time, keeping groups organized and accounted for throughout the day.
- Assisted with **camper check-in and check-out**, verified rosters, and communicated with **parents** during pickup and drop off when questions came up.

Pro Football Focus (PFF) | Remote
Part Time Data Collector

05/2025 - Present

- Selected for PFF's data collection team after a **competitive training process**, supporting accurate game charting for **NCAA and NFL** contests.
- Chart **player and play level data**, verify game logs, and maintain consistent accuracy to support team and media clients.
- Apply strong football knowledge and attention to detail to flag inconsistencies, confirm corrections, and protect **data integrity**.
- Meet **tight timelines** by completing assigned charting and verification work on schedule while maintaining quality standards.

- **CHARACTER OF SERVICE:** HONORABLE

- Completed administrative support tasks including **document preparation, correspondence drafting**, and recordkeeping with consistent accuracy and on time delivery.

United States Navy, USN | NORFOLK, VA
Yeoman 2nd Class (Administrative Specialist)
06/2018 - 06/2022

- Supported command leadership by preparing **briefings, reports, and presentations** for senior level meetings and conferences.
 - Coordinated **personnel assignments**, tracked **training requirements**, and ensured timely submission of evaluations and awards to support unit readiness.
 - Maintained **personnel records**, processed leave requests, and coordinated **travel arrangements** for personnel.
 - Trained and mentored **junior personnel** on administrative procedures and Navy regulations, improving team efficiency and consistency.
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- Maintained accurate **inventory records** through routine cycle counts, variance reconciliation, and documented corrective actions.
 - Followed controlled receiving and shipping procedures, verifying load accuracy, condition, and **chain of custody** from dock to dispatch.
 - Completed **pre-dispatch vehicle safety inspections**, logged deficiencies, and escalated issues to prevent noncompliant equipment leaving site.
 - Created and maintained step by step **SOPs and checklists** for routine tasks to reduce errors and standardize performance across shifts.
 - Trained and onboarded **new hires** on procedures, safety requirements, and compliance expectations, then validated readiness through observed performance.

Sygma Network | Fort Worth, TX
LOGISTICS TRAINEE MANAGER
12/2014 - 06/2018

EDUCATION

Bachelor of Science (B.S.) in Computing Applications Candidate
Texas Tech University | Lubbock, TX, US
Expected graduation December 2026

Master of Education (M.Ed.) in Coaching, Sport, Recreation, and Fitness Admin
Angelo State University | San Angelo, TX
May 2025

Bachelor of Arts (B.A.) in Communication & Information Sciences
University of Alabama | Tuscaloosa, Alabama
December 2023

Awards & Honors

- Cum laude

SKILLS

- Game day operations and contest management
- Tournament operations and event logistics
- Volunteer coordination and task assignments
- Field and facility walkthroughs, equipment checks
- Parent, coach, and site staff communication
- Sports data tracking and basic analysis
- Youth coaching support and group supervision
- Scheduling and staffing for camps and programs
- Safety, sportsmanship, and risk awareness
- Roster tracking, check in and check out procedures
- Sports writing and clear program documentation
- Microsoft Office and Excel reporting, Outlook scheduling

AWARDS

- Navy "E" Ribbon: Given for excellence in battle efficiency, leadership, and operational readiness.
- Navy and Marine Corps Achievement Medal (2x): Recognized for exceptional performance, dedication, and significant contributions to mission success.
- Good Conduct Medal (2x): Awarded for sustained honorable and faithful service.

CERTIFICATIONS

- DoD Secret Security Clearance (Active)