

QUALIFICATIONS PROFILE

With over eight years of leadership experience, I have honed my skills in team building, peer-mentorship, and partnership development to advance shared organizational goals and objectives. My five years of operations management in higher education and intercollegiate athletics have equipped me with expertise in analyses, project management, logistics, facilities, marketing, and communications.

Key Qualifications:

- Cultivated a broad network of strong relationships at the University and stakeholder groups, with a solid understanding of public affairs and media relations.
- Developed effective working relationships with a wide range of stakeholders, from college athletes, coaches, business staff, and university administration, to ensuring seamless coordination and communication between hospitals, families, and residents in healthcare settings.
- Experienced in taking innovative program ideas from concept to operational delivery, including budgeting, developing marketing strategies, and establishing program goals and values.
- Designed and executed individualized athlete development plans and group training sessions.
- Established program metrics and recruitment targets for new and existing programs.
- Facilitated focus groups of stakeholders to discuss new program ideas and develop program-level goals and outcomes.
- Managed a portfolio of 30+ student-athletes and staff, overseeing the design and creative content to enhance recruitment for over 50 prospective athletes across multiple recruiting cycles.
- Demonstrated leadership and operations management experience, overseeing a 17-person team, travel, transportation logistics, and expense management.
- Proficient in strategic game planning, identifying scouting reports, and preparing in-depth opponent analyses, with a thorough knowledge of NCAA rules and regulations.
- Skilled in interpreting regulations, policies, ensuring compliance, and developing operational procedures and protocols, fostering a culture of compliance with NCAA rules and regulations.

EXPERIENCE

University of San Diego

- Athletic Marketing & Facilities Department, Operations Assistant (April 2024 – Present)
- Women's Basketball, Assistant to the Director of Operations (June 2023 – Present)

California State University

- Stanislaus Women's Basketball, Assistant Coach (September 2021-May 2023)

Pine Creek Care Center Nursing Facility

- Admissions Operations Assistant (February – September 2021)

National Collegiate Athletic Association (NCAA)

- Women's Basketball Player (August 2016 – May 2020)

EDUCATION

- University of San Diego, Master of Arts, Leadership Studies, Summa Cum Laude (2025)
- University of San Diego, Certificate in Trauma Awareness and Resilience (2025)
- California State University Stanislaus, Bachelor of Arts, Communications (2020)

TECHNICAL SKILLS

Strong Organization & Project Management • Leadership Development • Synergy Sports • Team Building • Excellent Communications • Agile and Learner Mindset • Graphic Design • Adobe Photoshop • Adobe Illustrator • Concur-Expense Management • Recruiting Software • Microsoft Office 365 • Word • Power Point • Excel • Google Suite