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Objective

My aspiration is to complement the experiences gained through my class workload and internships with practical experience and insights working for your organization. I have a strong desire to compete and succeed and wish only to perfect my skills working hands on in your organization.

Experience

Intern, Erie Explosion Arena Football, Erie, PA January 2012 – May 2012

- Shadowed and assisted owner and operator Bill Stafford in his day-to-day operations
- Managed all social media accounts (Facebook, Twitter, Website, Local Edge) for the Erie Explosion as well as worked with NMT marketing to coordinate our text-to 72727 program.
- Sold season ticket packages, handled individual sponsorship accounts and helped develop marketing strategies to increase ticket sales.
- Was the contact for all media outlets where I set up interviews for the players and coaches, sent out press releases and pre and post game reports.
- Worked with the Erie Explosion head coach Shawn Liotta on the player personnel side by breaking down film and releasing detailed scouting reports, kept statistics and put out game reports for all home games.

Athletic Director Assistant, General McLane High School, Edinboro, PA Sep. 2011- Dec. 2011

- Shadowed and helped the athletic director Rob Kennerknecht in his day-to-day operations.
- Assisted him in scheduling referees, games and staffing for all home games.
- Game day manager, which entailed everything from setting up the visiting teams and referees locker rooms, counting the money made in tickets and cleaning up the field after the game.
- Worked with the principals learning eligibility rules and regulations and how they are enforced.

Intern, Hatch Group, Pittsburgh, PA June 2010 – Aug. 2010

- Provided administrative support to project management, purchasing, and implementation teams.
- Duties included
 - Tracking orders
 - Receiving shipments
 - Assisting the installation team with furniture and graphics for Highmark Direct stores in Western Pennsylvania

Security and Fulfillment, Carson City Saloon, Pittsburgh, PA May 2008-Aug. 2009

- Assisted the management team in
 - Assuring compliance to Pennsylvania Liquor Control Board
 - City Ordinances for capacity limits during promotional periods
 - Crowd control and stocking of products to ensure customer satisfaction

Lacrosse Camp Counselor, Murrysville, PA

May 2007-August 2008

- Coached and instructed 10-14 year old boys in lacrosse
- Taught a variety of drill geared to the age and skill level of the campers
- Assisted in the daily schedule assuring that the campers moved through the drills and activities on schedule
- Counseled individual campers on areas for improving their game.

Education

Edinboro University of Pennsylvania, Edinboro, PA.

Aug. 2007-May 2012

B.S. in Health and Physical Education, with a concentration in Sport Administration.

GPA: 3.0

Relevant Courses: Technology Integration, Public Relations Program Design, Management Sport and PR Programing, Sport Psychology, Legal Aspects of Sport/Recreation, Applied Human Anatomy and Physiology, Facility Management Operations.

Skills

Proficient in all Microsoft Office programs (Word, Excel, PowerPoint).

Experienced in all social media outlets (Facebook, Twitter, Instagram, Foursquare, LinkedIn).

Certified in CPR/health emergencies.

Skilled in Photo Shop, Adobe Picture, and iPhoto programs.

Experienced in Apex Video Software

Activities

Four-year letterman and Captain Edinboro University of Pennsylvania Football
Nov 2011

Aug. 2007-