

# James Michael Sherbahn

## Skills

- **B2B Software:** Salesforce, Marketo
- **Computer Proficiency:** Microsoft Office, Adobe Photoshop, Raiser's Edge, Peoplesoft, Final Cut Pro, HTML, CSS
- **Social Media:** Twitter, Facebook, Instagram, Tumblr, Wordpress
- **Blogging:** <http://tenmilsports.blogspot.com>
- **Administrative Skills:** data entry, email correspondence, organization, phone, filing, calendar management
- **Leadership:** scheduling, coordination and management
- **Languages:** Intermediate Spanish, Beginner Russian

## Professional Experience:

- |   |                           |
|---|---------------------------|
| <b>Bullhorn</b>   | September 2014 - Present  |
| <b>Marketing Intern</b>   | Boston, MA                |
| <ul style="list-style-type: none"><li>• Worked as a member of Bullhorn's demand generation team, responsible for generating and qualifying leads before passing them off to the sales team</li><li>• Acted as a marketing response representative; responding to inbound email inquiries, webinar follow up emails, and sales contact form fill-outs on Bullhorn's website</li><li>• Gained valuable experience using B2B software such as Salesforce and Marketo</li><li>• Responsible for the daily marketing review of all net new sales team deals each day</li></ul> |                           |
| <b>Ten Mil Sports</b>   | January 2014 - Present    |
| <b>Head Blogger, Editor-in-Chief</b>  | Geneva, NY                |
| <ul style="list-style-type: none"><li>• Focused on baseball and soccer coverage along with the other Big Four American sports</li><li>• Responsible for current box scores, daily quotes and images, and overall upkeep of site</li><li>• Promotion of content via social media including Facebook and Twitter</li><li>• Manages two other bloggers and two interns for the site</li><li>• Generated over 4,000 hits since January 2014</li></ul>   |                           |
| <b>Hobart and William Smith Colleges</b>  | September 2012 - May 2014 |
| <b>Field House Coordinator</b>  | Geneva, NY                |
| <ul style="list-style-type: none"><li>• Scheduled and oversaw a team of six intramural volleyball referees and seven intramural soccer referees</li><li>• Oversaw all games to ensure rosters were within league rules and to adjudicate gameplay rulings when necessary</li><li>• Responsible for maintaining order and sportsmanship</li></ul>  |                           |
| <b>Victoria Mansion</b>   | June - August 2013        |
| <b>Education Intern</b>   | Portland, ME              |

- Organized visitor information into manageable files
- Data entry into Excel spreadsheets
- Compiled mailings
- Gave tours of the historic, 1860s, Italianate Villa style home
- Conducted research for educational programming

**Hobart and William Smith Colleges**  
**Office of Advancement Staff**

May - June 2013  
 Geneva, NY

- Data Entry into Raiser's Edge database to keep track of fundraising and communications between the Office and alumni/ae
- Compiled mailings and other packages
- Event staff for various events put on by the Office
- Student worker at HWS Reunion 2013

**Camp Laurel**  
**Camp Counselor**

June - August 2012  
 Readfield, ME

- Responsible for for a cabin of ten 14 year old boys along with one other co-counselor
- Member of the soccer department as a coach working with kids of ages 8-15 on various skills, as well as coaching and refereeing intercamp games

May 2012  
**Hobart and William Smith Colleges**

September 2011 -

**America Reads Tutor**

Geneva, NY

- One on one tutor for children with sluggish reading abilities at the local public schools in Geneva, NY
- Often times the children were from a disadvantageous background and needed more attention than simply help with their reading skills

**Kittery Trading Post**  
**Loss Prevention / Sales associate**

June - August 2011  
 Kittery, ME

- Prevented shoplifting
- Floor sales associate

May 2011  
**Hobart and William Smith Colleges**

September 2010 -

**Tour Guide**

Geneva, NY

- Took prospective students and their families on tours of the campus
- filing, data entry, and other general office administration work

2010  
**Elk Creek Ranch**

Summers of 2009 and

**Camp Counselor**

Cody, WY

- Responsible for a cabin of 6-10 13 to 18 year old boys along with one or two other counselors
- Lead campers in ranch activities such as logging, repairing fences, building cabins, irrigating pastures, and horseback riding
- Served as a trip leader for multi-day pack trips on horseback
- Served as a trip leader for multi-day backpacking trips on foot

## **Education:**

### **Hobart and William Smith Colleges Class of 2014**

**Geneva, NY**

- Bachelor of Arts in English and Media & Society
- Dean's List
- Member of Hobart Club Soccer Executive Board

### **Berwick Academy Class**

**South Berwick,**

**ME**

### **Class of 2010**

- Honors Student
- Member of Varsity Soccer and Baseball teams

### **Elk Creek Ranch Summer Camp for Teenagers 2007 - 2010**

**Cody, WY**

- Enhanced leadership skills, independence, and knowledge of the outdoors

## **References:**

### **Greg Schneider**

Berwick Academy Head of School

[gschneid@berwickacademy.org](mailto:gschneid@berwickacademy.org)

207-384-2164

### **Andrew Bishop**

Berwick Academy Director of Admissions and Financial Aid

[abishop@berwickacademy.org](mailto:abishop@berwickacademy.org)

207-384-6300

### **Russ Hess**

Hobart and William Smith Director of Recreation

[hess@hws.edu](mailto:hess@hws.edu)

315-781-3901