

# **Eric Taylor**

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## **PROFESSIONAL SUMMARY**

Experienced Director with excellent customer skills, management experience, resource allocation, budgeting and quality control skills within the greater Seattle area.

## **DIVERSE SKILLS ACQUIRED**

- Interpersonal and written communication and strong verbal communication
- Team leadership
- Financial literacy
- Project Management
- Extremely organized and self motivated
- Staff development and Client Management

## **Experience**

### **Apollo Academy Basketball | Seattle, WA**

November 2018 - Present

#### **Founder, Executive Director**

- Manages a group of 10 employees as well as over 130+ student-athletes and families
- Responsible for all customer inquiries and questions, helping to improve functionality to meet organizational needs
- Conduct monthly clean-up of Apollo Website, MailChimp account and any other valuable database.
- Solves logistic and scheduling constraints while managing space, employee, and family availability.
- Ensuring proper documentation is collected in a timely manner to ensure program quality.
- Create and generate fundraising and revenue reports, collecting payments up to \$300,000 annually and paying dues on schedule.
- Maintain a positive environment and foster relationships with our coaches and players.

### **Fenix Experience Basketball | Seattle, WA**

August 2016 - November 2018

#### **Co-Founder, Executive VP**

- Successfully built our brand identity in the Seattle area focusing on social media and traditional marketing efforts to help grow our program to be the second largest youth sports program in Seattle
- Managed areas of the company which include: communications, short-term and long-term planning, project management, financial planning and budgeting, community outreach strategy, and customer relations.
- Scheduled, programmed, and managed our entire curriculum along with additional community programming.

### **City Baseball | Seattle, WA**

September 2014 - November 2018

#### **Director of Logistics**

- Scheduled weekly practices and tournaments for 30+ teams accounting for field availability, coaches availability, and families preferences.
- Logged and documented practice times in our scheduling software while communicating changes to individual coaches and families.
- Accrued field time through scheduling requests, filling out paperwork, and scheduling payments through the City of Seattle.
- Coordinated field maintenance work by our club and through the City when necessary.

## **EDUCATION**

### **Saint Martin's University, Lacey, Washington**

- Bachelor of Science, Biology (graduated May 2013)
- Basketball athletic scholarship; team captain 2013
- Dean's academic scholarship for consecutive years