**Brandon Littlefield**

Florida Address: Pennsylvania Address:

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**PROFESSIONAL EXPERIENCE**

**Pinellas Academy of Math and Science,** Clearwater, Florida 8/2015-Present

***Physical Education Teacher***

Designs and implements drills and games to improve student’s fine and gross motor skills.

* Teaches students how to work with others through team building activities.
* Organizes age appropriate sporting events, focusing on students’ learning of strategy, teamwork, and cooperation.
* Ensures safety of children, utilizing cones, providing water breaks, equipment inspections, and close supervision of class.

**Pinellas Primary Academy, Largo, Florida**

***Administrative Assistant/ Front Receptionist*** 8/2014-8/2015

* Answered visitors' inquiries about the school and its classes or clubs, directs visitors to their destinations, sorts and hands out mail, answers incoming calls on multi-line telephones, sets appointments, files and maintains records, keyboarding/data entry and performs a variety of other office tasks, such as faxing and emailing.
* Researches, purchases, receives, and records orders for the $300,000 federal grant, textbooks, school supplies, and office supplies.
* Organizes and maintains documentation relating to personnel activities such as payroll, training, grievances, performance evaluations, and classifications.
* Maintains inventory of Federal Grant purchases and distributes items to proper classrooms or staff.

***Payroll/ Administrative Assistant*** 2/2014-5/2014

Administrative assistant working directly under the principal of Pinellas Primary Academy.

* Validate invoices for accounts payable ensuring purchasing, receiving, and billing information is accurate
* Process payroll for staff and substitute teachers
* Managed the $300,000 state grant by researching, purchasing, receiving, and recording the maintenance supplies, schoolwork materials, and technology

***Physical Education Assistant*** 10/2013-2/2014

* Taught skills and activities that transfer into physical activity outside of physical education class.

**Philadelphia Phillies/Clearwater Threshers,** Clearwater, Florida

***Statistician for Clearwater Threshers*** 4/2014-Present

Responsible for recording all plays and events during the game and reporting to MiLB.

* Record an in-depth report on all events to be used by MiLB for web postings and for future reference to validate accuracy of MiLB’s information
* Report events and notes to MiLB every half inning
* Total box scores and compare to MiLB.com to ensure statistics and game notes have been correctly posted
* Relay the on-field call from the official scorer to the scoreboard operator and public address announcer
* Coordinate the in-game announcements such as birthday and anniversary announcements with the graphics coordinator and public-address announcer

***Ticket Sales Representative for Phillies and Threshers*** 1/2012-2/2013 and 2/2014-4/2104

Responsible for ticket sales and customer service for the Philadelphia Phillies for the Phillies Spring Training and Clearwater Threshers Season.

Responsibilities included:

* Proficient in using Tickets.com’s ProVenue ticketing software
* Assist customers in securing the preferred programs, seats and events that best fit their needs
* Execute customer communication including but not limited to calls, emails and letters related to season ticket, ticket-related issues, and general concerns

**Tampa Bay Buccaneers,** Tampa, Florida 8/2012-Present

***Game Operations***

Works on the field as game day operations staff carrying out duties to help facilitate a smooth presentation.

* Assists with the set-up and tear-down of home games.
* Supports the coordination and execution of pre-game, halftime, and post-game entertainment
* Escorts and directs color guard, national anthem singers, military personnel (hero of the game) to the proper places on the timeline during the game.

***Executive Suite Attendant***

Assists stadium suite holders for Tampa Bay Buccaneers and University of Southern Florida football games. I am also responsible for escorting coaching staff to and from the press box.

Responsibilities included:

* Escort suite holders and players to their suites and assisted them with any needs
* Provide concierge service to any guests, coaches, or staff that may need assistance

**Tampa Bay Times Forum** 3/2014-5/2016 ***Ticket Sales Representative for the Tampa Bay Times Forum***

Responsible for ticket sales and customer service for the Tampa Bay Lightning, Tampa Bay Storm, and all other events at the Tampa Bay Times Forum.

* Proficient in using Ticketmaster’s ticketing software
* Assist customers in securing the preferred programs, seats, and events that best fit their needs
* Ensure customer data and profile requirements are accurately represented in the database
* Package, file, and distribute the will call tickets to high end clients and Ticketmaster customers.

**Tampa Yankees,** Tampa, Florida 2/2013-10/2013

***Marketing******Intern***

Provides assistance to the General Manager and Assistant General Manager of the Tampa Yankees.

Responsibilities Include:

* Director of game-day interns
* Responsible for planning, managing, executing, and analyzing all advertising and promotions
* Call past customers to generate ticket revenue through the retention of these Groups as well as cold call new groups to increase our fan base
* As part of the plaza team, I went to local schools with the mascot to get the kids excited about the Tampa Yankees
* Facilitate tours of George M. Steinbrenner Field & was Mascot at meet & greets, parties, and during games

**New York Yankees,** Tampa, Florida 2/2013-4/2013

***Marketing Intern***

Provides assistance to the Vice President of Marketing for the New York Yankees.

Responsibilities Include:

* Assist in the planning, distribution, and execution of the in-game and general game giveaways
* Provide proof of advertising by taking action shots of the game when players near the advertisements
* Supervise game-day Interns and coordinate their efforts for the department
* Setup rooms and audio for press conferences

**Clearwater Parks and Recreation,** Clearwater, Florida 8/2012-2/2013

***Recreation Center Staff***

Provide assistance in daily operation of North Greenwood Recreation Center

**Buxmont Torch Soccer Club**, Perkasie, PA 5/2011-7/2011

***Summer Intern***

Interned for local semi-pro soccer club (included both a men’s and women’s team) involved in all aspects of management and administration of the club.

**SKILLS & EXPERIENCE**

* American Red Cross Certified Instructor for First Aid, CPR, AED
* ProVenue Ticketing Software
* Ticketmaster Ticketing Software
* MS Word
* MS Excel
* MS Access
* MS PowerPoint
* Linux
* Java

**EDUCATION**

**Clearwater Christian College**, Clearwater, FL Graduated 5/2012

Bachelor of Science Degree in Exercise and Sports Science