

Mercedez Bray

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Profile

- College graduate with a degree in Communication Studies with experience in marketing and media.
- Strong skills in teamwork, time-management, organization, and critical thinking
- Goal-oriented and ready to work in new and interesting environments

Education

Indiana University Purdue University Indianapolis (IUPUI), IN

Graduation Date : May 2016

Bachelor of Arts in Communication Studies

- Member of IUPUI Honors College
- Member of Alpha Lambda Delta/Phi Eta Sigma Honor Societies
- 3.855 GPA

Experience

Developmental Coordinator/Swim Coach

Avon, Indiana

Avon Community Swim Team

August 2017-Present

- Coordinator of the Developmental “learn-to-swim” program, where I oversee more than 25 instructors and 150 students
- Managed payroll for instructors and created and implemented program structure and curriculum
- Lead Coach for the Bronze level training group and Assistant for the Senior level group. Coached, supervised and trained kids for the competitive swim programs, ranging in ages from 8-18
- Provided feedback and support to swimmers during practice and competition
- Worked as a member of the coaching staff to create and implement new programs and strategies to improve swimmer experience and progression
- Traveled and coached at national level meets, including the Junior National Championships

Assistant Swim Coach

Avon, Indiana

Avon High School

October 2018-Present

- Assistant coach to the Avon High School Boys and Girls Swim Team
- Traveled with the team to dual and championship swim meets, providing support and feedback to the swimmers
- Coached many state qualifiers and state finalists
- Worked as a group with fellow coaches to create a positive and engaging environment for the students

Prep Cook/Line Fill

Bloomington, Indiana

HuHot Mongolian Grill

August 2016-May 2017

- In charge of preparing ingredients in a consistent manner under proper sanitary conditions.
- Insured food line was properly stocked and clean for customers
- Trained new employees on correct food handling guidelines and procedures

- Opened the restaurant by unlocking doors, turning off security system, and setting up equipment and food line

Digital Communications Intern

Spirit & Place

Indianapolis, Indiana

August 2015- June 2016

- Responsible for designing and constructing the weekly newsletter that was sent to over 4,500 subscribers
- Managed blog content while formatting and scheduling posts
- Participated in creating social media content and graphics
- Worked in a team environment, with input from several different departments and individuals.
- Part of a large Arts, Humanities, and Religion festival that reaches over 20,000 people annually

Hostess

Applebee's

Plainfield, Indiana

June 2014-August 2014

- Interacted with guests as they entered and left the restaurant
- Seated guests at the appropriate table and managed the flow of guests
- Responsible for managing the wait list and working under pressure
- Cleaned and bussed tables to ensure a clean environment

Study Abroad

IUPUI/University of Wroclaw

Wroclaw, Poland

May 2014

- Traveled to Wroclaw, Poland for an International Communications class
- Participated in an international conference with representatives from over 10 different countries
- Completed two research papers as a part of the program

Student-Athlete

IUPUI/Terre Haute Swim Teams

Indianapolis/ Terre Haute, Indiana

September 2004-May 2013

- Over nine years of experience as a distinguished competitive swimmer
- Gained valuable lessons in teamwork, determination, discipline, and time management
- Served as captain of Terre Haute South Swim Team
- Obtained high success with balancing life as an athlete while maintaining fantastic academic success

Lifeguard

Terre Haute South High School

Terre Haute, Indiana

October 2010-March 2012

- Watched over swimmers and enforced pool rules
- Provided first-aid help when needed
- Worked as part of a team with other lifeguards

Technical Skills

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- Proficient in Microsoft Office Suite, Spreadsheet Programs, and Presentation Programs
 - Talented in MailChimp, Word Press, and Canva.
 - Vast social media knowledge (Facebook, Twitter, Instagram, Pintrest, Tumblr, Youtube, Snapchat, TikTok, etc.)
 - Experienced in MLA and APA styles of writing