

BRYAN P. ROURKE
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Communications specialist with experience in high level athletics. I am aspiring to utilize a new background in coding and business.

SKILLS HIGHLIGHTS

- Worked with various collegiate development departments
- Created and implemented a program for donation letters for Adrian College Athletics
- Event coordination professional (fundraising events, golf tournaments, etc.)
- Assisted as a liaison for VIP events with Michigan State Athletics
- Passion Speaker American Heart Association (Heart Survivor)
- Annual giving letters sent personally and professionally, American Heart Association
- Liaison with Troon Golf and Phoenix Children's Hospital in "Hit-the-Green" initiative

HONORS/ACTIVITIES

- "Go Red for Women" Speaker at UM Dearborn, American Heart Association
- Guest Speaker, 2007 Metro-Detroit Heart Ball, American Heart Association
- Opening Speaker, Heart Walk, American Heart Association
- Army National Guard Scholar-Athlete Medal Recipient
- Varsity "S" Member- Michigan State University

OTHER QUALIFICATIONS

- Energetic leader with strong work ethic
- Excellent interpersonal skills and ability to work in high volume, high service operation
- Strength in budget building
- Customer Relations Specialist
- Event coordination
- Strong oral and written skills
- Strength in data analysis
- Proficient in Microsoft Office

EXPERIENCE

PING Golf. – Phoenix, AZ

February 2019 – Present

Fitting Specialist/Customer Service Professional

- Provide proper fitting for custom specifications for PING products
- Oversees PING accounts nationwide as it pertains to invoicing and billing
- Aid in day to day operations of fitting appointments and locations
- Develop and implement training documents for new hires
- Communicate across various departments and accounts to ensure business needs are met

Ak-Chin Southern Dunes – Maricopa, AZ

May 2018 – February 2019

Assistant Golf Professional/Maintenance Crew Leader

- Assist Head Golf Professional and General Manager with daily golf operations
- Assists with merchandising and invoicing
- Planned and executed tournament operations
- Developed and implemented daily business practices
- Acted as liaison between course and PCH for "Hit-The-Green" initiative

LPGA

Feb. 2017 – Sept. 2018

Tour Caddie

- Assisted professional golfers in all aspects of competition

Adrian College, Adrian, MI

Aug. 2015 – May 2018

Assistant Women's Softball Coach & Assistant to Director of Development

- Assist Director of Development in fundraising initiatives
- Assist Head Coaches with daily program operations
- In charge of budget, finance, and fundraising for the team
- Acted as Grounds Crew Leader for Softball Stadium
- Conducted Campus tour and facility recruitment
- Head of Data Analyses
- Supervision of Student Workers - manage in office and on-field work
- Head recruiter of prospective student-athletes
- Acted as gameday operations leader for hockey
- Assistant Football Gameday Operations – Ticket office

Ferris State University, Big Rapids, MI

Aug. 2014– June 2015

Assistant Women's Softball Coach & Assistant to VP, Director of Development

- Assist VP of Development in fundraising initiatives and budget management
- Assist Head Coaches with daily program operations
- In charge of budget, finance, and fundraising for the team
- Acted as Grounds Crew Leader for Softball Stadium
- Conducted Campus tour and facility recruitment
- Supervision of Student Workers - manage in office and on-field work
- Conduct Video and Data Analyses

Michigan State University, East Lansing, MI

Dec. 2010– July 2014

Student Manager - Women's Softball

- Assist Coaches with daily program operations
- Execute practice plans at desire of coaching staff
- Assist grounds crew in day to day field maintenance and preparation
- Provide logistical assistance to coaching staff and players
- Maintain equipment inventory and provide necessary maintenance

Downriver Community Conference, Southgate, MI

Summer/Winter. 2010–2014

Assistant Facilities Manager

- Assist Facility Manager with daily building inspections
- Perform daily landscape mowing
- Build and maintain gardens and play areas
- Assist in general electrical rewiring
- Perform general painting and visual upkeep
- Build and arrange business offices and conference rooms
- Rebuilt and organized maintenance garage
- Purchase and inventory maintenance supplies

INTERNSHIPS & OTHER WORK EXPERIENCE

Assistant Coach of Men's Golf - Ferris State University
Michigan State University Athletic Department/Ticket Office
Enterprise Rent-A-Car Sales Representative
Various caddying experience

EDUCATION

Bachelor of Arts, Communications, 2014

Michigan State University, East Lansing, MI