

EXPERIENCE

Holy Innocents' Episcopal School | Atlanta, GA

- **Mathematics Teacher, Upper School** – August 2018 - present
- **Director of Football Operations** – August 2018 - present
- **Varsity Assistant Baseball Coach** – August 2018 - present

West Paces Advisors | Atlanta, GA

- **Finance Intern/Assistant** – May - August 2015
- **Finance Intern/Assistant** – May - August 2014

Pinecrest Academy | South Forsyth, GA

- **Associate Athletic Director** – July 2017 - July 2018
Oversaw the Athletic Department alongside the Director of Athletics. Demonstrated the professionalism, knowledge and leadership skills critical to supporting the daily functions of the athletic department, and how those functions impact schoolwide operations. Responsibilities included managing registrations, department budgets, facilities, personnel, recruitment and the hiring of coaches, revenue development planning and fundraising, equipment inventory, create and coordinate schedules and travel arrangements, supervise the coordination of athletic events/gameday operations, serve as liaison with conference/division administrators
- **Director of Summer Auxiliary Programs** – January 2017 - July 2018
- **Head of Baseball Operations** – September 2014 - July 2018
Manage finances, budgets, scheduling, program development, operations and process improvements, college signings and scholarships, overlook, order and keep inventory of equipment, create and coordinate game schedules, oversee gameday operations
- **Varsity Head Baseball Coach** – September 2014 - July 2018
- **Mathematics Teacher, High School** – June 2012 - July 2018
Algebra I, Algebra II, Honors Algebra II, Precalculus, Statistics, Financial Algebra, Honors Calculus, Summer Course in Algebra I
- **Tutor of Mathematics** – June 2012 - July 2018
- **Assistant Athletic Director** – May 2015 - July 2017
Handle registrations, work with budgets, assist in the hiring of coaches, assist in fundraising, overlook, order, and keep inventory of equipment, create and coordinate game schedules, assist in gameday operations
- **Varsity Assistant Football Coach** – June 2012 - June 2016
- **Varsity Assistant Baseball Coach** – June 2012 - September 2014

EDUCATION

Coding/Full-Stack Development | Georgia Institute of Technology | Atlanta, GA | May 2019 - present

Certification of Professional Education

Bachelor of Science, Mathematics, Cum Laude | Northern Illinois University | DeKalb, IL | January 2009 - May 2012

Dean's List, Academic Scholarship Recipient, Golden Key National Honor Society

Johnsburg High School, All-Academic Honors, Top 5% of Graduating Class | Johnsburg, IL | Class of 2008

GPA: 4.3

Three-Sport Athlete, Most Outstanding Athlete (2008), AP Scholar, All-Conference Honors: Football, Basketball and Baseball

All-Academic Athlete, State Three-Point Shoot-Out Finalist (2008), Recruited to D-2 and D-3 schools

CERTIFICATIONS AND ORGANIZATIONS

Heartsaver CPR AED, American Heart Association | American Stroke Association

Georgia Athletic Director's Association

Georgia Dugout Club

SKILLS

Finances, Budgets, Statistics, Critical Thinking, Analytical, Problem Solving, Technology, Detail-Oriented, Interpersonal skills, Communications, Management, Great Motivator, Teaching, Coaching, Leadership Development, Program Development, Administration

VOLUNTEER

Miracle League (Forsyth County), IGNITE (a program of Christian service: food and clothes drive), Marine Toys for Tots Foundation of North Atlanta, Adopt-a-Family Atlanta, Mustard Seed Communities (St. Brigid Catholic Church)

REFERENCES

Chris Kane

Director of Athletics

Pinecrest Academy

ckane@pinecrestacademy.org

770.335.1227

Todd Winter

Head Varsity Football Coach

Holy Innocents' Episcopal School

todd.winter@hies.org

847.338.3968

D.C. Aiken

VP, Producing Production Manager, BankSouth

General Manager/Head Varsity Baseball Coach

Holy Innocents' Episcopal School

dcaiken@banksouth.com

dcaiken5@yahoo.com

770.596.6746

Rev. Mr. Leo Gahafer

Deacon, Pastoral Associate

Saint Brigid Catholic Church

lgahafer@saintbrigid.org

678.779.7955