

SABRA BLACKWELL

IT Support – Facility Operations



3358 Summit Turf Ln
Snellville, GA 30078



912.617.7342



sabrablackwell@gmail.com



2012 - present

EXPERIENCE

*Coordinator, Facility Operations and Technology
Student Recreation Center*

GEORGIA STATE UNIVERSITY

- Coordinate technical and operational projects with appropriate departments, contractors, and vendors
- Provide technical support of departmental hardware/software to include troubleshooting, documentation, and training
- Monitor and report on various hardware and software performance
- Support internal departmental server to include: system updates, status checks, and troubleshooting issues
- Manage operational, hardware, and software inventory supply (includes purchasing power)
- Organize and schedule facility rentals and reservations
- Supervise multi-facility security to include: security cameras, key authorizations, and card access
- Serve as departmental liaison to the Campus Police
- Generate facility statistical reports on a monthly, quarterly, and annual basis for Executive Leadership
- Supervise graduate support staff and delegate duties accordingly
- Deliver departmental, divisional, and unit wide technical and informational presentations
- Analyze, recommend, and implement new strategies to improve operational efficiency department-wide
- Provide leadership and management to the department and responsible for day-to-day operations of the Equipment Issue Desk, Game Room, and a 2500+ locker men's and women's locker room
- Responsible the recruitment, hire, training, supervision, evaluation, and termination of 20+ undergraduate student staff and 1 graduate assistant

2010 - 2012

*Fitness Coordinator
Wellness Center*

GEORGIA HEALTH SCIENCES UNIVERSITY (Augusta State University)

- Coordinated semester schedule of personal training program and approximately 30 fitness classes
- Recruited personal trainers and group exercise instructors to include: application screening, interviewing, and training
- Monitored, evaluated, and documented staff and program performance
- Oversaw daily operations of the Wellness Center Fitness Program
- Developed and implemented policies and procedures ensuring safe instruction and risk management
- Lead all marketing efforts
- Conducted regular staff trainings/in-services
- Developed and managed incentive programs and special events within fitness
- Assisted with the development and management of the fitness budget

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2010

*Student Assistant – G.I.T. (Georgia Institute of Technology) Fit Program
Campus Recreation Center*

GEORGIA INSTITUTE OF TECHNOLOGY

- Organize, plan, promote, and implement incentive programs
- Assist with the daily operation of the fitness area
- Monitor daily cleaning of fitness equipment
- Perform risk stratification and physical fitness assessments
- Create individualized personal training sessions for each patron
- Assist with continuing education for fitness attendants.

2008 - 2010

*Graduate Assistant – Facility Operations
Student Recreation Center*

GEORGIA STATE UNIVERSITY

- Provided leadership and management to the department and responsible for day-to-day operations
- Supervised 40+ student support staff
- Assisted with the recruitment of student support staff to include application screening, interviewing, and training
- Developed training manuals for student supervisor staff
- Pioneered and implemented corrective action procedures for support staff
- Assisted management team with coordination and promotion of special events
- Interacted with patrons, guests and associates to maintain great customer service
- Coordinated and edited time-sensitive print/email memorandums and circulated to staff
- Scheduled meetings, interviews, appointments, and events
- Initiated, processed and maintained database for records management
- Oversaw facility security and risk management



EDUCATION

2008

Bachelors of Science in Exercise Science
Georgia State University

2010

Masters of Science in Exercise Science
Georgia State University

Ant. 2020

Bachelors of Science in Information Technology
Kennesaw State University

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SKILLS

Hardware

Servers/Raid
Routers
Switches/Hubs
Printers/Faxes
Dell/HP/Apple

Software

Microsoft Office
Office 365/Active Directory
Event Management Systems
Power BI
Blackboard
Oracle

Operating Systems

Windows
Mac iOS
Linux
Novell



AFFILIATIONS & COMMITTEES

2017 - present

Representative
Staff Council

2019 - present

Chair
Staff Council

2017 - present

Staff Senator
Staff Senate

2016 - present

Committee Member
Digital Signage Committee

2013 - present

Member
Athletic Business

2012 - 2016

Committee Member
Panther Welcome Committee

Committee Member
Fire & Safety Committee

2010 - 2013

Member
Georgia Intramural-Recreational Sports Association

2006 - 2013

Member
National Intramural-Recreational Sports Association