

# 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. 2021

*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**