

# SHANNON QUINN

25 Crawford Ave, Exeter NH 03833

(603) 828-6116

shannon.quinn91@gmail.com

## Professional Experience

### **New Hampshire Interscholastic Athletic Association**

**June 2014-Present**

#### *Media/Marketing Coordinator*

- Create and edit materials for stakeholders of the Life of an Athlete program including the Power Back Diet, Coaches' Playbook, Leadership Guide, Sleep Manual, and Program Manual
- Work with media outlets on NHIAA event coverage; plan and implement annual Media Day
- Assist in event management of NHIAA tournament games and events; Represent the organization at tournament games and events
- Create and maintain marketing materials, such as tournament programs, advertisements, and press releases
- Maintenance of NHIAA website; assisted in transition to new website in 2015
- Maintenance of NHIAA and Life of an Athlete social media
- Assist in maintaining office supply and inventory
- Assist in event management for NHIAA/NHADA Annual Student Leadership Conference
- Attended National Life of an Athlete Conference and New England Student Leadership Conference, July 2014

### **Saint Anselm College**

**Sept. 2014-June 2015**

#### *Assistant Women's Basketball Coach*

- Supervised and organized managers in practice, travel and games
- Managed Front Rush recruiting database
- Prepared advanced scouting reports in preparation for games
- Managed post-game film edits utilizing Game Breaker and Synergy

### **Endicott College, Beverly MA**

**Sept. 2010-May 2014**

#### *Contest Management*

- Assisted athletic department in all aspects of game day operations
- Trained new employees

### **Beverly High School, Beverly MA**

**Sept. 2013-Dec. 2013**

#### *Athletic Department Intern*

- Assisted athletic director and administrative assistant in daily duties
- Supervised games and created an agenda for the captains council

### **Gordon College, Wenham MA**

**Jan. 2011-May 2011**

#### *Athletic Department Intern*

- 120-hour internship for college credit
- Assisted athletic director in revenue projects with marketing coordinator

## EDUCATION

### **Endicott College, Beverly MA**

**May 2014**

Bachelor of Science, Sport Management

Certificate of Coaching

## ACTIVITIES

#### *Endicott College Women's Basketball*

- Four-year member of the program
- Participated in community service projects (Boys and Girls Club of Salem, Special Olympics, Jimmy Fund Walk)
- All-Commonwealth Coast Conference Academic Team (2012, 2013, 2014)

## ADDITIONAL SKILLS

- Proficient with MS Word, Excel, Powerpoint and Publisher
- Competent with Adobe Illustrator, InDesign, and Photoshop
- Website maintenance using multiple content management systems
- Efficient with social medias including Twitter, Facebook, Instagram, and Pinterest