

# Kyle Henriksen

## **President - Nevada Youth Football League**

Las Vegas, NV

- Beta testing experience
- Familiar with quality control techniques and software quality assurance process
- Analytical, problem solving, decision making, and communication skills
- Ability to prioritize tasks, handle multiple tasks, and meet deadlines
- Experience developing manuals, summarizing product information and drafting legal contracts
- Detail oriented and organized

Authorized to work in the US for any employer

## Work Experience

---

### **President**

Nevada Youth Football League

2009 to Present

- Supervise staff, organizes and coordinates staff meetings, assigns tasks and duties, monitors progress of organization
- Interviews and hires new staff members
- Presents at regular meetings to board members
- Negotiates prices with contractors
- Schedules practices and games
- Manages database with data from over 3000 customers
- Organizes files and folders by team and division, updates information in database
- Designs marketing and advertising materials
- Maintains webpage for organization
- Sets and maintains a working budget for organization

### **Sales Associate**

Consolidated Resort Management

2008 to 2009

- Completed client reservations
- Marketed services to potential clients
- Met and exceeded weekly sales goals (72% avg. success rate)
- Provided customer service support
- Responded in writing to client inquiries

## Education

---

### **High school or equivalent**

Shadow Ridge HS

2004

## Skills

---

- Excel (Less than 1 year)
- Internet Explorer (Less than 1 year)
- Mac (Less than 1 year)
- MICROSOFT XBOX (Less than 1 year)
- MS Excel (Less than 1 year)
- Database Marketing

## Additional Information

---

### Knowledge & Skills

- Beta testing (Starcraft II, Diablo II & III, Smite, Dota II, Heroes of Newerth, League of Legends etc.)
- PC, Mac, Xbox, Xbox 360, Nintendo Wii, Nintendo DS, PSP, Game Cube, Playstation I, II, III
- Proficient with MS Word, MS Excel, Powerpoint, and Internet Explorer
- Effective at presenting information clearly and concisely
- Fields questions from managers, clients, residents, and the general public