

TONY CHUNG

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366 Highland Ave, Somerville MA 02144

ADMINISTRATIVE ASSISTANT FOR INTERCOLLEGIATE ATHLETICS

EXPERIENCE

MASSACHUSETTS INSTITUTE OF TECHNOLOGY - Cambridge, MA

Administrative Assistant for Intercollegiate Athletics

October 2022 - Present

- Providing support to Department Head/Athletic Director, Senior Associate Athletic Director for Internal Operations, Assistant Athletic Director for Compliance/Student-Athlete Development & SWA and Assistant Athletic Director for Business Management.
- Spearheading issues with NCAA participation and eligibility for student-athletes and coaches.
- Assist in directing all hosted postseason sporting events.
- Aiding in the management of budgets for 29 Division III varsity teams.
- Serving on departmental committees (DEI, departmental searches).
- Overseeing a compliance and special events intern.

Assistant Varsity Equipment Manager

August - October 2022

- Administered support to the Director of Equipment Operations on a day-to-day basis.
- Coordinated with coaches in order to supply, distribute and manage athletic equipment.
- Steam-lined equipment management issues for 29 DIII and 4 DI athletic teams.

Compliance and Events Coordinator

January - August 2022

- Reviewed NCAA Division I and III bylaws to ensure student-athletes and coaches are compliant with current and upcoming legislation.
- Managed the compliance social media pages using Photoshop & Canva.
- Delegated student-workers at sporting events such as basketball, volleyball, swimming, lacrosse, track & field and softball.
- Assisted in managing the all athletic facilities.

JACKSONVILLE ICEMEN - Jacksonville, FL

Operations and Sales Intern

January - June 2021

- Produced \$5,000+ in revenue with cold sales calls using the Archtics Ticketing System.
- Prepared the arena for game-day events involving setting up and breaking down the arena.
- Prospected and researched 2,000 potential single-game, packages and season ticket buyers which resulted in additional brand recognition.
- Operated in a variety of game-day positions such as social media manager, sales representative and customer service representative.

EDUCATION

UNIVERSITY OF MASSACHUSETTS AMHERST - Amherst, MA

May 2024 - Present

Master of Science, Data Analytics and Computational Social Science

SPRINGFIELD COLLEGE - Springfield, MA

Bachelor of Science, Sports Management

Graduated May 2021

- **Minors** - Business Management & Marketing.
- **Relevant Coursework** - Event Management, Microcomputer Applications (Microsoft Excel), Customer Hospitality, Principles of Coaching, Management of Financial Resource, Legal Issues in Sport and Recreation, Sports Marketing, Studio in Computer Graphics (Adobe Photoshop), Management Client and Service Sales.

SKILLS

- Archtics
- FileMaker
- ARMS/FrontRush
- Calendar Management
- Microsoft 365
- Organization/Prioritization
- Photo Editing (Adobe Creative Cloud, Canva)
- Vietnamese - Fluent
- Video Editing (iMovie, Adobe Premiere Pro)