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Summary

As a recent graduate with a Bachelor's degree in Sports Management, I am passionate about leveraging my education and hands-on experience to drive success in the sports industry. Throughout my academic journey, I have developed a robust skill set in leadership, communication, and event coordination, all of which have prepared me to make a meaningful impact in the field.

My key highlights:

Leadership and Team Building: Successfully led student organizations and coordinated events, fostering a collaborative and motivating environment. **Communication:** Demonstrated strong verbal and written communication skills through various roles, including presenting ideas and strategies to diverse audiences.

Experience

Student Engagement & Programming Intern

Elizabeth City State University Student Engagement

Jan 2024 - May 2024 (5 months)

Program Development and Support

- Assist in the planning, organization, and execution of student events and programs.
- Collaborate with student organizations and other campus departments to coordinate activities.
- Contribute to brainstorming and developing new initiatives to increase student engagement.

Communication and Promotion

- Create and distribute promotional materials for events, including flyers, social media posts, and email newsletters.
- Maintain regular communication with students, faculty, and staff to promote upcoming programs and opportunities.
- Manage and update content on the student engagement website and social media platforms.

Event Management:

- Provide on-site support during events, including setup, execution, and teardown.
- Coordinate with vendors, speakers, and performers to ensure smooth event operations.
- Gather and analyze feedback from participants to improve future events.

Administrative Support

- Assist with the management of program budgets and financial records.
- Prepare reports and presentations related to student engagement activities.
- Maintain accurate records of student participation and program outcomes.

Student Interaction

- Serve as a point of contact for students seeking information about engagement opportunities.
- Facilitate focus groups and surveys to assess student needs and interests.

- Encourage and support student involvement in campus activities and leadership opportunities.

Sports Intern

Elizabeth City State University Athletic Department

Aug 2023 - Dec 2023 (5 months)

Typically assists with various tasks related to sports management, event planning, and athlete support. Responsibilities may include coordinating logistics for events, assisting in athlete training programs, managing equipment, and contributing to administrative tasks. This role provides hands-on experience in the sports industry, allowing interns to apply theoretical knowledge in a practical setting.



Orientation Leader

Elizabeth City State University

Jun 2022 - Jan 2023 (8 months)

Greet students and families, answer questions, direct traffic flow around Orientation, help students navigate through the Orientation schedule

- Assist students through the course enrollment process, and ensure students are taking approved courses, and provide guidance in navigating the course enrollment system
- Guide, lead and be responsible for a group of 10-20 students per orientation session



Store Associate

Harris Teeter

May 2021 - Aug 2021 (4 months)

Built brand loyalty and accomplished customer satisfaction by working well with team members.

Maximized customer satisfaction by quickly addressing and resolving complaints.

Completed opening, closing and shift change tasks to promote store efficiency.

Resolved customer concerns and relayed relevant information to supervisor.



Store Associate

Harris Teeter

Oct 2019 - Oct 2020 (1 year 1 month)

Built brand loyalty and accomplished customer satisfaction by working well with team members.

Maximized customer satisfaction by quickly addressing and resolving complaints.

Completed opening, closing and shift change tasks to promote store efficiency.

Resolved customer concerns and relayed relevant information to supervisor.



Sales Team Member

Chuck E. Cheese

Jun 2018 - Oct 2018 (5 months)

Completed additional learning opportunities to advance knowledge.

Maintained excellent levels of workplace cleanliness around equipment to enhance safety and productivity.

Worked hard to learn all required tasks quickly and maximize performance.

Upheld high standards of productivity and quality in all areas of operations.



Sandwich Artist

Subway

Jun 2016 - Jun 2018 (2 years 1 month)

Talked pleasantly with customers while taking orders and promoted positive image for business.

Trained team members to apply attention to detail and commitment to quality.

Communicated with customer to provide menu offering details and assist with decision-making.

Assisted customers, including answering questions and preparing orders.

Maintained high standards of customer service during high-volume work shifts and fast-paced operations.

Used subway system and cash register to receive payments by cash, check, credit card and voucher.



Ticket Taker

Wake Forest University

Sep 2017 - Nov 2017 (3 months)

Greeted patrons at the event and collected tickets.

Helped patrons to assigned seats by giving directions and leading way with flashlight while lights were dimmed.

Determined authenticity and applicability of presented tickets.

Responded to guest questions about current facility events and future offerings.

Provided knowledgeable service when answering questions and greeted all customers with friendliness.

Education



Elizabeth City State University

Bachelor of Science - BS, Sport Management

2020 - 2024



Parkland High School

2014 - 2018

Skills

Marketing • Social Promotion • Organization Skills • Technical Support • Event Management • Media Relations • Business Analysis • Adobe Creative Cloud • Sports Marketing • Customer Service