

NAME

11300 NE 2nd Ave., Miami Shores, FL 33161 ▪ YourName@yahoo.com (305) 479-4687

SUMMARY OF QUALIFICATIONS

- Excellent leadership, supervision and interpersonal communication skills
- Ability to work as an individual as well in a fast paced team environment
- Creative problem solver with experience in media and event planning
- Proficient in MS Office and Adobe Photoshop

EDUCATION:

M.S. in Sport Management; Barry University, Miami Shores, Florida

May 2009

B.S in Sport Management; Barry University, Miami, Florida

May 2008

Minor in Business Administration

EXPERIENCE HIGHLIGHTS:

Golf Course Experience

- Arranged golf carts in specific locations for easy access by customers and speedy start to round.
- Managed driving range set-up & break-down daily; including retrieving range markers at closing.
- Supervised entire cart fleet cleanliness, maintenance, and re-charging on a daily basis.
- Aided in the preparation for tournaments hosted by South Wales Golf Course.
- Applied knowledge of customer service & problem-solving when dealing with upset customers.
- Maintained club house, course tee boxes & greens, restrooms, and trash around course grounds.

Tournament Experience

- Supervised attendees via crowd management & provided assistance to four (4) volunteer locations.
- Arranged umpire, line official, and court moderator booths at designated locations preceding event.
- Organized player entrance, winners' circle and awards ceremony with Tournament Director.
- Maintained courts by air-drying plane, cleaning/restocking cooler, and changing net logos.
- Directed thousands of performers, fans, vendors, mediums, and sponsors to designated locations.
- Scanned tickets of attendees entering events and enforced policies and guidelines through ushering.

Media Relations Experience

- Supervised media center (i.e., 800 mediums, check-in, press conferences, interviews, and postings).
- Coordinated registration of television, newspapers, radio, photographers, players & special guests.
- Interacted with public regarding course updates, weather, broadcast & interview times.
- Coordinated press room (i.e., press conferences, reports, photographers, security, and layout).
- Oversaw player arrival times, media, spectators, and prepared courts for upcoming matches.
- Delegated responsibilities within event management to colleagues for orderliness & productivity.

EMPLOYMENT HISTORY:

Outdoor Operations Crew, Miami Shores Country Club, Miami Shores, FL

Spring 2009-present

Media Center Assistant, 87th PGA Championship, Springfield, NJ

Fall 2008-Spring 2009

Laser Operator & Rover, Ford Championship, Miami, FL

Spring 2008

Club House & Cart Staff Personnel, South Wales Golf Course, Jefersonton, VA

Summer 2006-2008

Scorer, Usher & Court Crew, Nasdaq-100 Open Championship, Miami, FL

Fall 2008

Usher & Box Office, Legg Mason Tennis Classic, Washington, D.C.

Spring 2006-Spring 2007

Production Team Assistant, Premios Fox Sports, Miami Beach, FL.

Spring 2007

Halftime Operational Team, '05 BCS National Championship - FedEx Orange Bowl, Miami, FL

Spring 2007

AWARDS & RECOGNITION:

Officer - Alpha Delta Gamma Fraternity, Psi Chapter.

Dean's List - Spring 2008

University Judicial Board Member.