John Marshall

Huntington, WV 25755

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(304)-555-5555

**SUMMARY OF QUALIFICATIONS**

* Extensive experience in Operations and Facilities at the Division I level
* Developed sense of organization, timing, responsibility and strong attention to detail
* Motivated individual with the ability to effectively work alone or as part of a team
* Responsive decision making skills in emergency or problematic situations
* Excellent written and verbal communication skills
* Advanced user of Microsoft Office with experience in web page design and development

**EDUCATION**

Marshall University, Huntington, WV

* M.S. Sport Administration Graduated – May 2021
* B.A. Sports Management and Marketing, Graduated - May 2019

**EMPLOYMENT**

Marshall University, Huntington, WV

**Graduate Assistant, Operations and Facilities** August 2019 – May 2021

* Game Operations supervisor for softball and soccer
* Assist with volleyball, baseball, men’s and women’s basketball and football
* Responsible for coordination of game day ushers and ticket takers for football and basketball games
* Responsible for stadium setup and personnel coordination for football and basketball games
* South Endzone crowd control coordinator for football
* Manage events for non-university functions at football stadium and basketball arena. Events including Drums Across the Tri-State and West Virginia High School Band Competition
* Responsible for general maintenance of Marshall athletic facilities, including: 40,000 seat football stadium, 10,000 seat basketball arena, football practice field, soccer field, softball and baseball fields

YMCA Huntington, WV

**Assistant Manager, Basketball Academy** November 2017- May 2018

* Taught basketball instructional classes to students ages 4-18
* Planned and directed leagues of over 150 children of all ages
* Monitored employee work hours
* Sold advertisement space and obtained sponsors for leagues
* Developed and implemented marketing strategies for new business
* Organized, setup and produced several team and individual camps and special nights for up to 150 participants

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Pittsburgh Pirates, Pittsburgh, PA

**Group Ticket Intern** June – August 2017

* Oversaw accounts of over 40 outside sales representatives
* Researched potential prospects and solicited group ticket sales via telephone
* Participated in the operations of the amateur baseball program at Three Rivers Stadium
* Responsible for pre-game and game time on field promotions and presentations
* Operated Ticket Master computer ticketing system
* Coordinated and marketed special promotional days

Marshall University, Huntington, WV

**Marshall and Eastern Kentucky University**

**Summer Basketball Camp**  Summer 2016

* Participated in planning and carrying out team and individual camp consisting of up to 300 campers
* Help instruct youth in the skills of basketball
* Assisted in running the camp store
* In charge of facilities operation during the camp at Marshall University, set up and maintenance of facilities

Marshall University Huntington, WV

**Compliance Office Practicum**  August 2016 – December 2016

* Monitored Student-Athlete Employment program
* Studied NCAA Compliance Manual and self-tested throughout
* Gained experience in game operations, sports information and marketing/promotions.