# Your Name

Street Address • City, State Zip Code • Telephone
Email Address

## EDUCATION

**Endicott College,** Beverly, MA
Bachelor of Science in Sport Management, Minor in History 5/12
GPA: 3.2

## EXPERIENCE

**Massachusetts Special Olympics,** Danvers, MA
*Intern* 9/11 – 12/11

- Developed database to track registration of 400+ athletes
- Updated photo archives to assist Public Relations department in creation of promotional materials
- Designed and created fact sheets for coaches and section directors; improved communication to athletes and volunteer staff
- Reorganized equipment to allow Director of Logistics to better track inventory
- Coached Special Olympics volleyball and soccer

**Beverly YMCA,** Beverly, MA
*Intern/Sports Coordinator* 1/11- 5/11

- Collaborated with group leaders to plan and implement youth activities, including clinics and special events
- Created promotional materials to publicize events
- Coached youth soccer and basketball teams; organized competitions
- Utilized Excel to organize usage statistics, resulting in improved programming

**YK Kim Tae Kwon Do,** Lawrence, MA
*Intern/Instructor* 1/10

- Served as first point of contact at front desk; answered patron questions and managed multiple phone line
- Taught weekly youth and adult classes of up to 15 students each at beginning and intermediate levels

**Camp Becket**, Becket, MA
*Senior Counselor* 6/09-8/09

- Supervised 15-20 campers, ages 8 to 14, during each of two sessions per summer
- Planned daily recreational activities and created new recognition ceremony for campers

## ACTIVITIES

- Captain of tennis team senior year
- Shipmates admissions tour guide
- Black belt in Tai Kwon Do

## SKILLS

- Microsoft Word, Excel, Access, FrontPage
- Conversant in Japanese