

QUALIFICATIONS

Noted Collegiate Professional encompassing Media and Public Relations. Focused experience and education in marketing, public relations, and sports business. Various accomplishments inclusive of the WBCA National Convention, All-Star Challenge, and High School All-America Game Awards for Women's Basketball Coaches Association in Lilburn, Georgia. Superior communication skills, easily interacts with executives, sports agencies, clients, vendors and corresponding staff. Golden Key International Honor Society Member and a Snider Scholar.

PROFESSIONAL EXPERIENCE

WOMEN'S BASKETBALL COACHES ASSOCIATION, Lilburn, Georgia 2005 – Present
Communications and Awards Intern

- Supports Communications department for the awards program specifically related to the WBCA National Convention, All-Star Challenge, and the High School All-America Game.
- Creates publicity materials for all WBCA publication of, "Coaching Women's Basketball" media, as well as prescribed press releases.
- Sets-up awards/election convention including: award distributions, winner response tracking and recipient travel arrangements.
- Collaborates with Multimedia Manager for on-site management of banquets inclusive of processional linguistics and list composition, cited recognition of head table attendees, and special moment award photography displaying special guests and recipients.
- Compiles bios for WBCA All-Star Challenge and High School All-America Game and convention's program, assembles headshots for speakers, as well as comprising press kit information for actual game events.
- Determines and sustains appropriate aspects of the Division II Coaches Poll.

CHELTENHAM HIGH SCHOOL, Cheltenham, Pennsylvania 2000 – Present
Cheerleading Coach

- Administrates and officiates cheerleading squad for all required sporting and special event practice, training, and performances.
- Plans and constructs team budget, organizes annual team clinic and directs all team fundraising projects.

FREE LIBRARY OF PENNSYLVANIA, Philadelphia, Pennsylvania 2002 – 2003
Design Studio Assistant

- Compiled, constructed, and re-drafted budget for resultant studio operations.
- Conceived and produced announcement media for library distribution of studio services.

Public Relations Intern

- Designed and organized the project, "Access Technology", specifically for the blind and visually impaired.
- Compiled media kit press releases, fact sheet/backgrounders', and public service announcements for "Access Technology" sponsored event.

PHILADELPHIA FIGHT, Philadelphia, Pennsylvania 2001
Publications Reactions/Special Events Intern

- ➔ Developed advertising strategies and special events planning for customer relationship management.
- ➔ Administered database combined with corporate proposals relevant to special broadcast operations and events.

LAMOTT COMMUNITY CENTER, LaMott, Pennsylvania 2001
Intern

- ➔ Assisted Community Center Director with Fall planning and program implementations, fundraising logistics, and other special event and/or summer playground camp activities.

EDUCATION

TEMPLE UNIVERSITY, Philadelphia, Pennsylvania
Bachelor of Science in Tourism and Hospitality Management with a specialization in Sport and Recreations Management, 2002

REFERENCES AVAILABLE UPON REQUEST