

Name

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Home (000) 111-2222 Cell (999) 888-7777

EDUCATION

University of South Carolina, Columbia, SC
Bachelor of Science in Sport and Entertainment Management (SPTE), August 2006
Overall GPA: 3.25, SPTE GPA: 3.55

HONORS AND AWARDS

Dean's List
Life Scholarship recipient
National Society of Collegiate Scholars member

RELEVANT COURSEWORK

Marketing (6 hours), Spanish (18 hours), Finance, Management

EXPERIENCE

Family Circle Tennis Center, Daniel Island, SC May-August 2006

Operations Intern for Island Adventure Day Camp

- Developed and implemented a minimum of one-week worth of programming
- Ordered supplies for planned programming, as well as day-to-day activities
- Created a database to organize information on all campers
- Responsible for registration of all campers and completion of the accounting ledger

University of South Carolina Housing Dept., Columbia, SC August 2004-May 2005

Resident Advisor

- Maintained a positive atmosphere on the residence hall
- Staffed the South Tower Residence Hall desk 4 hours per week
- Promoted academic success and personal development of students
- Ensured prompt maintenance on the hall
- As Program Chair, organized all programs for the dormitory

AnMed Health Medical Center, Anderson, SC 2002-2005 (summers, school breaks)

Human Resources Intern

- Assisted the employment manager and recruiters with special projects
- Performed various office duties

University of South Carolina Football Office, Columbia, SC May-July 2004

Intern/Student Assistant to Head Coach Lou Holtz

- Ran personal errands for Coach Holtz and performed various office duties
- Handled all autographed items, including Compliance Sheets, Autograph Denies, and Charity Auction items
- Coordinated football camp registration

ACTIVITIES

- L.E.E.R. Spanish Program, Volunteer (2006)
- Kappa Delta Sorority (2003-2006)
- Carolina Alumni Association (2002-2006)
- FCA (USC 2002-2005)
- USC Dance Marathon (2004)
- Student Gamecock Club (2003-2004)
- Sport and Entertainment Club (2003)
- Varsity Tennis, Captain (2002)
- Varsity Basketball, Captain (2000-2002)