First Middle Initial Last Name

123 Street Name   (123) 456-7891
City, State 12345   name@bonaventure.edu

EDUCATION

St. Bonaventure University; St. Bonaventure, NY   December 20xx
Bachelor of Business Administration, Sports Management
GPA: 3.75/4.0

PRACTICUM

St. Bonaventure University; St. Bonaventure, NY   Oct 20xx – present
Athletics Compliance
- Assist Associate Director of Athletics to ensure all division 1 teams were in compliance with the NCAA regulations
- Communicate with coaching staff, managers, and student athletes on a regular basis when new guidelines are released
- Develop and implement new strategies for communication

RELATED EXPERIENCE

St. Bonaventure University NCAA Division 1 Women's Basketball
Head Manager   Aug 20xx – present
- Assist coaches during practices and games with logistics
- Manage all equipment and uniforms for home and away games
- Communicate with fellow managers and coaches to ensure transportation and hotel accommodations are coordinated for away games

Special Olympics New York; Albany, NY   May 20xx – Aug 20xx
Intern
- Prepared event notebook identifying all steps taken during the planning process, along with timelines and copies of materials needed
- Assisted the headquarters team with functional support including volunteer management, special event organization and outreach to potential volunteers

LEADERSHIP

Physical Activates Club; St. Bonaventure University   Sept 20xx – present
Secretary
- Communicate weekly with executive team and club members on what is happening within the club
- Create monthly newsletter to be sent to club and community members

Women's Club Softball; President   Aug 20xx – present
President
- Coordinate three to five practices per week with other team members
- Communicate regularly with the club sports coordinate
- Attend bi-weekly all club sports meetings

SKILLS & CERTIFICATIONS
CPR Certified ▪ First Aid Certified ▪ Proficient in Microsoft Office Suite