



Michael ANDERSON

COMPETITION SCHEDULER

Strategic and analytical Competition Scheduling Officer with extensive experience in the sports management domain. Over 9 years dedicated to the meticulous planning and execution of competition schedules, ensuring alignment with organizational objectives and stakeholder expectations. Proficient in employing advanced scheduling methodologies and tools to enhance operational performance and mitigate conflicts. Demonstrated ability to lead cross-functional teams in the execution of large-scale events, fostering a culture of collaboration and efficiency.

CONTACT

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SKILLS

- scheduling optimization
- project management
- community engagement
- data evaluation
- training development
- cross-functional collaboration

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF SCIENCE IN RECREATION MANAGEMENT, STATE UNIVERSITY

ACHIEVEMENTS

- Increased event participation by 15% through targeted scheduling initiatives.
- Received the Best Team Player Award for contributions to collaborative scheduling efforts.
- Successfully implemented a new scheduling software that improved efficiency by 20%.

WORK EXPERIENCE

COMPETITION SCHEDULER

City Sports Council

2020 - 2025

- Developed and maintained comprehensive competition schedules for city-level events.
- Collaborated with various departments to ensure cohesive scheduling strategies.
- Utilized scheduling software to enhance visibility and accessibility of event timelines.
- Conducted regular evaluations of scheduling outcomes to identify improvement areas.
- Engaged with local communities to promote upcoming events and increase participation.
- Provided training for new staff on scheduling protocols and software usage.

ASSISTANT SCHEDULER

University Athletic Department

2015 - 2020

- Assisted in the scheduling of university-level competitions, ensuring compliance with academic calendars.
- Coordinated logistics for events, including venue arrangements and resource allocation.
- Maintained accurate records of all scheduling activities for future reference.
- Supported the development of scheduling tools to streamline processes.
- Communicated with teams and participants regarding schedule changes and updates.
- Participated in post-event evaluations to assess scheduling effectiveness.