

MICHAEL ANDERSON

Operations Assistant

- San Francisco, CA
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Results-oriented Sports Operations Consultant with a strong emphasis on operational efficiency and performance enhancement within sports organizations. Demonstrates a keen analytical mindset and a capacity for strategic planning that drives organizational success. Proven experience in stakeholder management and team collaboration, ensuring that operational objectives align with overarching business goals. Committed to fostering a culture of continuous improvement and excellence.

WORK EXPERIENCE

Operations Assistant | Community Sports League

Jan 2022 – Present

- Supported daily operational activities, contributing to a 10% increase in program efficiency.
- Assisted in event planning and coordination for local sports activities.
- Monitored operations to ensure compliance with safety regulations.
- Collaborated with team members to enhance communication and workflow.
- Conducted research to support program development initiatives.
- Prepared documentation for management on operational processes.

Intern, Sports Operations | Regional Sports Authority

Jul 2019 – Dec 2021

- Assisted in organizing community sports events, ensuring successful execution.
- Supported the development of marketing materials to promote events.
- Conducted surveys to gather participant feedback for program improvements.
- Monitored inventory of equipment and supplies for operational needs.
- Collaborated with various departments to facilitate event logistics.
- Prepared reports for senior management on operational performance metrics.

SKILLS

Operational Efficiency

Event Coordination

Compliance

Team Collaboration

Research

Documentation

EDUCATION

Bachelor of Science in Sports Management - University of Illinois

2015 – 2019

University

ACHIEVEMENTS

- Contributed to a 10% increase in program efficiency through effective support.
- Received recognition for outstanding performance during community events.
- Achieved positive feedback from participants and stakeholders for event organization.

LANGUAGES

English

Spanish

French