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SKILLS

- logistics coordination
- participant engagement
- budget management
- communication
- technology utilization
- event marketing

EDUCATION

**BACHELOR OF SCIENCE IN RECREATION
MANAGEMENT, STATE UNIVERSITY, 2018**

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Successfully organized a community sports festival that attracted over 1,000 participants.
- Achieved a 95% satisfaction rate from event participants through effective planning.
- Recognized for outstanding service by the Local Community Sports League.

Michael Anderson

EVENT LOGISTICS COORDINATOR

Dedicated and organized Sports Operations Coordinator with a focus on enhancing operational workflows within sports organizations. Over four years of experience in managing event logistics, participant registration, and facility coordination. Recognized for exceptional communication skills and the ability to foster positive relationships with stakeholders, including athletes, coaches, and community partners. Proven adeptness in utilizing technology to streamline processes and improve operational efficiency.

EXPERIENCE

EVENT LOGISTICS COORDINATOR

Local Community Sports League

2016 - Present

- Coordinated logistics for community sports events, ensuring smooth operations.
- Managed participant registration processes, enhancing user experience.
- Developed event schedules and communicated details to stakeholders.
- Oversaw volunteer recruitment and training for event support.
- Maintained accurate records of event budgets and expenses.
- Utilized social media to promote events and engage the community.

ADMINISTRATIVE ASSISTANT

High School Athletic Department

2014 - 2016

- Assisted in the coordination of high school athletic events and activities.
- Facilitated communication between coaches, athletes, and parents.
- Managed inventory of sports equipment and supplies.
- Supported fundraising efforts for athletic programs.
- Conducted surveys to gather feedback from participants.
- Maintained databases of student-athlete information.