



MICHAEL ANDERSON

Junior Sports Operations Coordinator

Proactive and analytical Sports Operations Coordinator with a strong emphasis on data-driven decision-making and operational efficiency. Over three years of experience in the sports sector, specializing in event management and operational support. Demonstrated ability to leverage technology and analytics to enhance program effectiveness and participant engagement. Known for strong problem-solving skills and the capacity to thrive in high-pressure environments.

CONTACT

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- San Francisco, CA

EDUCATION

Bachelor of Arts in Sport Studies

University of Southern California
2020

SKILLS

- event management
- data analysis
- participant registration
- compliance monitoring
- marketing support
- administrative assistance

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Junior Sports Operations Coordinator

2020-2023

Community Sports Association

- Assisted in the planning and execution of community sports events.
- Conducted participant registration and managed event check-in processes.
- Monitored event operations to ensure compliance with safety standards.
- Utilized data analytics to assess participant satisfaction and engagement.
- Supported marketing initiatives to promote community sports programs.
- Collaborated with volunteers to enhance event execution.

Operations Intern

2019-2020

University Sports Center

- Assisted with logistical planning for intercollegiate athletic events.
- Supported registration processes and maintained participant records.
- Conducted research on best practices for event management.
- Facilitated communication between event staff and participants.
- Monitored inventory of sports equipment and supplies.
- Provided administrative support to the operations team.

ACHIEVEMENTS

- Successfully improved participant registration efficiency by 25% through process enhancements.
- Received commendation for exceptional support during a major sporting event.
- Contributed to a 15% increase in community engagement through marketing initiatives.