



Michael ANDERSON

EVENT COORDINATOR FOR SPORTS PROGRAMS

CONTACT

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SKILLS

- Event Planning
- Logistics Management
- Stakeholder Coordination
- Risk Management
- Project Management
- Data Analysis

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF SCIENCE IN SPORTS MANAGEMENT, FLORIDA STATE UNIVERSITY

ACHIEVEMENTS

- Successfully coordinated the state championship, attracting over 5,000 participants.
- Achieved a 95% satisfaction rate from event attendees based on post-event surveys.
- Recognized for outstanding event management by the State Sports Authority in 2021.

Detail-oriented Sports Program Coordinator with comprehensive experience in event planning and execution for competitive sports environments. Expertise in managing logistics for high-stakes events, ensuring operational efficiency and participant satisfaction. Strong background in coordinating with various stakeholders, including athletes, coaches, and sponsors, to deliver seamless experiences. Proficient in utilizing project management tools to oversee timelines and budgets effectively.

WORK EXPERIENCE

EVENT COORDINATOR FOR SPORTS PROGRAMS

Elite Sports Events

2020 - 2025

- Managed logistics for over 20 major sports events annually, ensuring all aspects met high standards.
- Coordinated with sponsors and vendors to enhance event offerings and participant experiences.
- Developed detailed project plans utilizing project management software to track progress.
- Implemented risk management strategies to address potential event challenges proactively.
- Oversaw volunteer training and management for event execution.
- Evaluated post-event feedback to drive improvements for future events.

SPORTS PROGRAM ASSISTANT

Regional Sports Association

2015 - 2020

- Assisted in planning and executing regional sports tournaments, enhancing community involvement.
- Coordinated athlete registrations and ensured compliance with competition rules.
- Managed communication with stakeholders to ensure alignment on event expectations.
- Provided on-site support during events, addressing participant inquiries and concerns.
- Developed promotional materials to increase event visibility and participation.
- Analyzed attendance data to inform future event planning.