

# DARREN COHEN

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## EXPERIENCE

### UNIVERSITY OF MIAMI, CORAL GABLES, FL

September 2004 – June 2009

#### Director of Basketball Operations

- Oversee and supervise day to day administrative operation of Division I Basketball program
- Monitor multi-million dollar budget (Track expenses, forecast team needs)
- Represent programs interest in the community (handling player appearances)
- Oversee program's relationship with Nike (Including monitoring equipment inventory)
- Coordinate team travel (transportation, logistics and lodging for a group of 25)
- Oversee future game scheduling and facility booking needs for team
- Act as liaison between coaches and senior administrators throughout the University
- Manage, Coordinate and supervise the student management support staff

### DOUBLE PUMP, INC., CHATSWORTH, CA

March 2001 – September 2004

#### Director of Operations

(Double Pump develops working relationships in the corporate, professional and amateur athletic arenas)

- Initiate and procure corporate sponsorship initiatives with industry vendors including:
  - adidas America
  - EA Sports
  - Gatorade
- Organize and Direct non-profit event and professional seminar that raised over \$800,000 in five years  
Initiate and develop personal interaction between company and over 300 collegiate administrators and college coaches  
Including preparing invitation mailing and coordinate RSVP's of nearly 1500 people  
Act as primary liaison with the hotel chosen to be the headquarters of the event  
(Manage Catering Menus, Reservation Reports, AV Requests and necessary VIP accommodations)
- Oversee administration and operation of local camps (200 kids per week, managed staff of 20-30)  
Hire appropriate staff for camp including trainers and support staff, prepared appropriate payroll  
Manage camp registration (Including recording and managing incoming monies and records)
- Co- Coordinate operation of the EA Sports Exhibition Tour  
Prepare standard player contracts, arrange travel and lodging for training camp
- Implemented and administered travel efficiency policies (Cut travel budget by 25%)

### UNIVERSITY OF NEW MEXICO, ALBUQUERQUE, NM May 1999- March 2001

#### Director of Basketball Operations

- Oversee day to day administrative operation of Division I Basketball program
- Monitor 1.4 million dollar budget (Track expenses, manage inventory control)
- Coordinate team travel (hotels, flights, meals, etc...)
- Serve as Camp Administrator (Responsible for bookkeeping, payroll, inventory)
- Act as liaison between coaches and senior administrators throughout the University
- Coordinate roles and responsibilities of team managers

### ST. JOHN'S UNIVERSITY, JAMAICA, NY

#### Senior Manager - Basketball

September 1997- May 1998

#### Student Assistant – Basketball

September 1996 - March 1997

- Assisted Dir. of Basketball Operations with all aspects of team travel and organization of academics
- Coordinate roles & responsibilities of other managers
- Created and maintained working database for potential recruits and coaches

### NEW YORK KNICKS, NEW YORK, NY

#### Basketball Operations Assistant

Winter 1996 – Fall 1997

#### Basketball Operations Intern

Summers of 1993, 1994 and 1996

- Helped run and manage Knicks/ Gatorade Summer Camps including; overseeing food service matters and facility assignments; maintained working database of campers, moneys and staff; ran the camp store; and oversaw equipment allocation.
- Maintained NBA free agent database
- Assisted scouts with travel plans

## EDUCATION

St. John's University - B.S / Sports Management

Ohio University – Masters / Sports Administration (In Progress)

