

## EXPERIENCE

### **Indiana University Varsity Club**, Athletics Development

#### *Development Intern- June '09-August '09*

Coordinated orders, engravings and logistics of Glory Plaza Brick Paver program for dedication of new North End Zone Facility.

Conducted in-office donor visits with constituents in reference to solicitation and ticket location.

Created donor photo book of all \$5,000 and above donors.

Handled complimentary donor program of young alumni for new Varsity Club members.

Presented update on brick paver program to Varsity Club National Board of Directors.

### **Appalachian Regional Entrepreneurship Group**, Ohio University

#### *Business Consultant- October '08-June '09*

Developed feasibility studies, revenue generation plans, marketing plans, and financial analysis for small to medium-sized companies located in southeast Ohio.

Conducted market, industry and competitor analysis across many industries ranging from vinyl window manufacturing to solar energy.

Created business plans and presentations for clients who obtained \$5 million line of credit from investors.

### **Ohio University**, Athletics Development

#### *Volunteer- June '08-March '09*

Conducted non-renewal and event reminder phone calls to donors.

Assisted as needed in operations of donor caravans, basketball hospitality events and database management.

### **Northern Illinois University**, Athletics Development

#### *Development Assistant- June '07-June '08*

Actively solicited restaurants and local businesses for donations and entrance into the Gift-in-Kind program within the Huskie Athletic Scholarship Fund (HASF), raising \$4000 in trade donations.

Designed and produced high-end donor proposals for major gift asks.

Created, maintained and developed donor prospect database for outreach to potential donors.

Designed and produced informational recruitment packet for head football coaching search.

Created and published Huskie Tracks, the official newsletter and primary donor communication piece for the HASF.

Solicited and cultivated donors with a specific emphasis on the \$100-250 level.

Organized football gameday assistance with HASF hospitality and donor outreach.

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## EDUCATION

*Master of Business Administration - Ohio University* - to be completed June 2009 - Current GPA 3.9

*Master of Sports Administration - Ohio University* - to be completed May 2010

*Bachelor of Arts in English, Minor in History - University of Kentucky* - GPA 4.0

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## BUSINESS

### **Athletics Frontier, LLC**- [www.developmentfrontier.com](http://www.developmentfrontier.com)

First website of its kind focusing on reporting the innovations, practices, and results of athletics development.

Author and maintain new and useful content to benefit athletics development offices around the nation.

Website averages 60+ views a day from industry professionals.

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## HONORS

Elected President of Ohio University Sports Administration Class of 2010 by peers

University of Kentucky Presidential Scholarship Recipient - Fall 2003 - Spring 2007

Member of Phi Beta Kappa Society

Graduated Summa Cum Laude with departmental honors