

## SKILLS

Adaptable            Integrity  
Leadership        Detail Oriented  
Self-Starter      Communicative  
Research        Solution Focused  
Teamwork         Cooperative  
Analytical         Creative  
Unoffendable     Work Ethic

## EDUCATION

### M.B.A. | Ottawa University

*Surprise, AZ - Aug 2017- Aug 2019*  
Emphasis in strategic innovation.

### B.A. | San Jose State University

*San José, CA - Aug 2011- May 2014*  
Art with an emphasis in Design Studies, Minor in Advertising.

*3.4 GPA, Dean's List Fall 2011 and Spring 2012.*

### A.A. | West Valley College

*Saratoga, CA - Aug 2009-May 2011*  
Liberal Arts

*3.6 GPA, Dean's List, and Scholar-Athlete Award.*

## EXPERIENCE

- NAIA: Eligibility Center Advisory Committee Member: 22-23.
- NAIA: Athletic Compliance Administration Committee: Secretary for the 21-22 and 22-23 academic years.
- OUAZ: Athletic Representative on the CARE Team for student support.
- OUAZ: Member of the OUAZ Data Governance Committee 22-23.

## WORK HISTORY

### Assistant Director of Athletics for Compliance | OUAZ 8/2019 – Current

- Responsible for processing all athletic eligibility and keeping the athletic department in compliance with all governing organization's rules and bylaws.
- Maintained files, certificates, award nominations, declarations and other paperwork.
- To provide education of rules and processes to both coaches and athletes including any new legislative changes.
- In the support of student athletes, assisting in helping athletes reach graduation requirements and maintain their athletic eligibility by understanding their situation and the requirements to continue in their sport.
- Responsible for processing appeals to conference and NAIA leadership with the intent of providing accurate information and interpretation of bylaws.
- Accountable for keeping an accurate schedule of activities, practices, and events in Faith Arena (Gymnasium).
- Oversee scholarship limits and the recording and charging of participation and seasons of competition.
- Provide bylaw interpretations and determinations from review of official documentation.
- As the first Director of Compliance at OUAZ I created a department with functional systems to complete tasks, report information, provide educational and tools, and minimize the risk of violation.

### Assistant Sports Information Director | OUAZ 8/2017 - 8/2019

- Wrote stories, created rosters, produced video interviews, and took statistics for Women's Volleyball, Women's Basketball, Track and Field, Softball, and Men's Volleyball.
- Managed and produced content for the video boards including scoreboards, videos, advertising, player profiles, and announcements.
- Designed game-day graphics, programs, marketing materials, social media content, branding guidelines, visitors guide, and the inaugural basketball court.
- Organized, screened, and purchased music for events including walk-up songs.
- Hired, trained, evaluated, scheduled and managed compensation for student workers for game day positions.
- Assisted with ticket sales, game contracts, equipment management, and hiring game day staff including P.A. Announcers, scoreboard operators, clock operators, and broadcast commentators.
- Support the brand and style of OUAZ athletics through marketing and the creation of visual elements.

### Pool Coordinator | Valley Splash Aquatics 6/2007 - 7/2017

- Promoted from a swim instructor and supervisor positions to Coordinator. Expanded and upgraded the swim lesson program including development of consistent forms & branding. Designed, produced and distributed signs and other advertising. Developed new electronic databases to increase and manage registration. Trained, scheduled, supervised and evaluated employees. Managed scheduling of all aquatic groups and use of pool equipment. Responsible for customer service and communication.

### Graphic Designer | Minuteman Press 1/2016 - 12/2016

- Designed and produced brochures, business cards, flyers, banners, posters, folders, and promotional items. Operated printing and finishing machinery and managed inventory of supplies. Formatted client files and created designs with printing standards including bleed margins, score and slit lines, and color profiles.