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# ATHLETIC DIRECTOR RESUME

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## Objective:

Seeking employment in the position of Athletic Director with a qualified organization so that I can exercise my skills and expertise in this field.

## Highlights of Qualifications:

- Profound knowledge of supervisory in the club and fitness industry
- In-depth knowledge of care and use of athletic equipment and clothing
- Familiarity with NCAA rules and regulations
- Proficient in using athletic equipment and apparel inventory
- Excellent communication and organizational skills
- Exceptional ability to build motivate others and build a strong team
- Ability to instruct and supervise student athletes and assistants
- Immense ability to work under different and pressure conditions

## Professional Experience:

Athletic Director, August 2005 – Present  
Hanover Public School District, Cranston, RI

- Hired, recruited, trained and continued education of all athletic staff.
- Supervised the entire member enrollment process.
- Managed full financials of athletic department including revenue generation and cost controlling.
- Facilitated the entire personal training process, financials and personnel.
- Trained and supervised staff in compliance with ClubCorp policies and procedures.

Athletic Director, May 2000 – July 2005  
Collegiate Sports Employer, Cranston, RI

- Oversaw a workforce of students in various capacities, non-student event management staff and student interns.
- Made sure department is in synchronicity with the sustainability mission of the College.
- Coordinated athletic equipment, provided inventory and storage management of all athletic gear and equipment.

## Education:

Bachelor's Degree in Administration, Olympic College, Bremerton, WA

Master's Degree in Athletic Administration, St. Augustine College, Chicago, IL

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