
GRADUATE ASSISTANT RESUME

Objective:

To obtain a Graduate Assistant position in a growth-oriented company where I can utilize my administrative skills and acquire new abilities.

Summary of Skills:

- Ability to work in high volume and stress environment
- Ability to work weekend and evening hours & effectively in an environment of frequent interruptions
- Ability to be organized and pay attention to detail
- Ability to perform and prioritize duties independently
- Ability to meet established deadlines
- Superb team player skills

Work Experience:

Graduate Assistant
Sports Industry Employer, San Francisco, CA
August 2005 to till date

- Assisted in recruitment procedures when needed or assigned by head coach.
- Assisted in game scheduling and monitoring academics of players.
- Overseen discipline & consequences before or after practices.
- Assisted in scouting conference teams and individual workouts.
- Overseen practice and game set up and cleans up.

Graduate Assistant
Sacred Heart University, San Francisco, CA
May 2000 to July 2005

- Maintained practice, game uniforms & wash gear.
- Assisted in the day to day operations of a residence hall.
- Assisted in evaluations of Resident Assistants and desk workers.
- Served in the on-call rotation for the night desk on call phone.

Education:

Associate Degree in Business Management & Administration
University of Florida, Gainesville, FL

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