
Sports Administration Resume

Job Objective

Qualified Sports Administrator seeking position with dependable firm where I can boost my career and aid in growth of company.

Highlights of Qualifications:

- Familiarity with sports councils, regional committees and national governing bodies
 - Ability to advice sports clubs on organization, funding, promotion and regulations
 - Ability to manage budgets and control finance
 - Ability to produce promotional literature, reports and event materials
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Professional Experience:

Sports Administration
Agcas, Pataskala, OH
March 2005 – Present

Responsibilities:

- Managed administrative duties and handled requests for information.
- Assured efficiency administrative systems and imparted administrative support to managerial staff.
- Scheduled meetings and coaching and promoted sports in schools.
- Formulated budgets and controlled finance.
- Outlined promotional literature and event materials.
- Administered staff and made presentations.

Sports Administration
Jkuksports, Pataskala, OH
December 2000 – February 2005

Responsibilities:

- Managed customer service and assigned sales enquiries to apt team members.
 - Handled order processing and coordinated with suppliers and customers.
 - Checked weekly shipments and dispatched orders to customers.
 - Coordinated events and managed stock and equipment.
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Education:

Bachelor's Degree in Sports Management
East Central University, Ada, OK

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