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| **EDUCATION, CERTIFICATIONS AND PROFESSIONAL DEVELOPMENT** |

***Bachelor of Science*** University of Central Florida Graduating Fall, 2024

Earning the degree in ***Health Sciences with Health Promotions Track -*** Currently holds a 3.208 cumulative GPA

***First Aid Certification***

***Intern –*** Logged 40+ observational hours - For the Director of Sports Physical Therapy for UCF Athletics

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| **HONORS AND ACHIEVEMENTS** |

***National Honor Society -*** Graduated as a member of the ***-***  GPA 3.5

***Public Speaking Competition*** Mater Lakes Academy High School 2019 - 2020

 Placed 2nd in district competition, enabling entry to state competition – canceled due to Covid

***Sports, Business and Management Competition*** Mater Academy High School 2018 – 2019

 Placed 2nd in Future Leaders of America district competition, enabling entry to state competition

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| **PROFESSIONAL PROFILE** |

Highly motivated, self-directed professional with experience in operations, customer service, and administration within academic, wellness, and sports provider settings. Resourceful and adaptable, able to make sound decisions, solve problems skillfully, and produce quality results. Recognized as a collaborative team player with a dedicated work ethic and a strong sense of ownership. Loves learning, consistently seeks to gain knowledge from others, and embraces new challenges. Handles multiple competing priorities while adapting to a flexible and fast-paced environment. Displays a personable demeanor, along with well-honed communication and relationship management skills.

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| **CORE COMPETENCIES** |

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| * Communication/Interpersonal Skills
* Customer Service
* Active Listening Skills
 | * Organizational Skills
* Teamwork Dynamics
* Event Planning
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| * Administration
 | * Problem-Solving Skills
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| **EXPERIENCE** |

University of Central Florida – Women’s Basketball, Orlando, FL 2023 - Present

***Staff Assistant*** 2024 - Present

*Based on exceptional performance, promoted to a paid staff position and offered a two-year contract to assume operational responsibilities and provide a wide range of duties in support of the Head Coach and DOBO of the UCF Women’s Basketball Team.*

* Performs administrative duties, including travel logistics, maintaining team notebook, creating meeting agendas, and various day-to-day tasks and errands for the coaches
* Partners with coaches to oversee student managers during practice and on game days
* Utilizes Teamworks to assist with team scheduling and record-keeping
* Supports the coaching staff with on-campus recruiting activities
* Monitors guest/visitor encounters of the basketball office, including Head Coach availability

***Student Manager*** 2023 - 2024

*Recruited to a volunteer position to assist* *in managing administrative duties for the team.*

* Utilized active listening and conflict management skills to resolve any team issues with tact and diplomacy
* Displayed a high level of teamwork and flexibility by assisting others with special projects
* Employed well-honed communication/interpersonal skills when interfacing and assisting team members
* Fostered a healthy and safe work environment, ensuring adherence to safety regulations
* Assisted with logistics involving travel, check-ins, reservations and team meals
* Facilitated and ensured the drill-to-drill flow during court practice sessions

i9 Sports, Orlando, FL 2022 – 2023

***Coordinator/Site Manager –*** *Recruited to provide management of the game-day operations for the nation’s largest multi-sport provider for kids aged three and up, offering leagues, camps, and clinics.*

* Recruited and trained coaches, court officials and scorekeepers
* Utilized time management and organizational skills to plan and coordinate over 50 sporting events
* Ensured the cleanliness and readiness of the venue by setting up and breaking down game-day events
* Role-modeled a positive attitude and demonstrated core values in sportsmanship
* Provided superior customer service while handling phones, processing registration, and managing documents

Instinct Health Care, Miami Gardens, FL 2019 – 2020

***Receptionist –*** *Recruited to manage the front desk and assist patients****.***

* Provided excellent and attentive services while managing phones, maintaining a well-organized reception area, and making patients feel welcome and comfortable
* Fostered a healthy and safe work environment by sanitizing and maintaining the equipment
* Organized workflow efficiently to fulfill responsibilities, including interviewing patients to assess history and manage chiropractic files
* Utilized sound decision-making skills while executing administrative functions requiring confidentiality

Mentoring Valuable Proteges, South Florida 2016 - 2020

***Intern*** *– Provided administrative and mentoring assistance for this comprehensive literacy and sports training nonprofit serving youths under the age of 18. MVP’s mission is to use sports as a catalyst for mentoring youths and to provide athletic development, academic responsibility, career development, health and wellness education and leadership skills.*

* Organized, maintained, and set up equipment for basketball drills
* Helped build self-confidence in participants by encouraging excitement in learning new skills and recognizing progress
* Managed records, participant registration and provided information to parents
* Contributed to the growth of the nonprofit by extensive networking within the community

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| **SKILLS** |

Word, Excel, PowerPoint, Outlook, Social Media: Instagram, Snapchat, Twitter

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| **COMMUNITY OUTREACH** |

***Volunteer*** University of Central Florida Women’s Basketball Team

* Organized an informative program and basketball event for the Boys and Girls Club
* Annual Knight-ton’s 24-hour Dance Marathon – Interacted with 1500 participants

***Volunteer***  Mentoring Valuable Proteges South Florida

* Assisted in and supported programs such as free financial literacy workshops, back to school giveaways, and free basketball camps

***Volunteer*** Extreme Teen Leaders Palm Beach, FL

* Facilitated the organization, logistics and completion of a beach clean up