

Kelly Dawsey
UWG Admissions Representative

SUMMARY

To represent the University of West Georgia to prospective students, parents, school personnel and organizations involved in the college selection process. To also plan and implement recruitment activities for freshman students while conducting information sessions and on-campus programming for prospective students.

SKILLS PROFILE

- Exceptional communicator who is able to convey information verbally and in writing
- Team player with the ability to get along well with others and willing to learn new things
- Work well under pressure and able to meet deadlines
- Office management skills performed in an efficient, organized, professional, and timely manner
- Proficient in all areas of communicating and interacting with others
- Can effectively maintain hostile environments and direct them back in order

EDUCATION

University of West Georgia Carrollton, GA
Bachelor of Science: Sport Management **December 2012**
Minor: Marketing
President of Men of the Well: Genesis Chapter **April 2012- December 2012**

WORK EXPERIENCE

University of West Georgia: Event Staff **December 2011- March 2013**

- Effectively seat guests to the appropriate position
- Promote our halftime prizes to guests
- Guard multiple areas on the floor to make sure only allowed persons are on the court

University of West Georgia (S.I.D. Internship) **August 2012- December 2012**

- Compile game notes for various athletic events
- Write and Record multiple sporting events
- Control sound checks at multiple athletic events

University of West Georgia Football: Student Coach **January 2013 – November 2013**

- Assisted in daily football activities
- Assisted defensive backs coach in monitoring the cornerbacks

U48 Fitness/KDFitness (Sole Proprietor) **January 2014- Present**

- Assist clients in transforming their body to reach their specific fitness goals
- Motivating clients to meet all fitness goals
- Trained clients in group settings as well as private sessions