Education

University of West Georgia

Anticipated Completion 2023

Doctor of Education in Higher Education Administration (Candidate)

College of Education-Carrollton, GA

University of West Georgia

December 2009

Master of Business Administration-Management

Richards College of Business-Carrollton, GA

University of West Georgia

August 2008

Bachelor of Science-Sport Management, Marketing Minor

College of Education-Carrollton, GA

Professional Experience

January 2023-Present

University of West Georgia

Carrollton, GA

Clinical Assistant Professor of Sport Management

December 2021-January 2023 University of West Georgia

Carrollton, GA

Deputy Athletic Director

Day-to-day Responsibilities

- Assist the Director of Athletics in the department's overall management, supervision, and leadership.
- Advise the Director of Athletics on numerous fronts, including but not limited to long-range/strategic planning initiatives, departmental policies/procedures development and execution, resource planning, allocation, management, and personnel matters within the department.
- Oversee the Department of Intercollegiate Athletics in the absence of the Director.
- Plan, develop, administer, and evaluate areas of responsibility and conduct regular personnel evaluations.
- Directly supervise offices and personnel who manage the following functions: Athletics Communication, Athletics Events, Athletics Facilities, and Community Engagement.
- Supervise coaches and the day-to-day management of assigned varsity teams in alignment with department sport supervisor expectations (Men's Basketball, Women's Basketball, Women's Soccer, Softball).

Achievements

- Led multiple successful head coach searches.
- Designed and implemented new game-day experience elements that included a new tailgate lot with reservable spaces with tents, tables, and chairs, plus an LED television wall, a live DJ, reservable tailgate games, food trucks, and fan appreciation giveaways.
- Partnered with the Atlanta Braves to secure a stop on the World Series trophy tour and coordinate a game day appearance by their mascot, Blooper.
- Executed several successful youth and community events for fall and spring sports.
- Contracted and facilitated two high school state championships for e-sports and a stop on the Harlem Globetrotters World Tour.
- Coordinated master planning activities for athletic venue enhancements, new construction, and renovations.

Professional Experience Continued

August 2011-Present University of West Georgia Carrollton, GA

Adjunct Instructor-Sport Management

Courses Taught:

- Sport Facility Management
- Event Management in Sports
- Safety and Security in Sports
- Mega Event Management
- Campus Recreation
- Economics and Finance of Sport
- Advanced Facility and Event Management (Masters level)

September 2013-December 2021 University of West Georgia

Carrollton, GA

Director of The Coliseum

Day-to-day Responsibilities

- Provide leadership, direction, and resource management for the 6,500 seat-UWG Coliseum, Athletic Facility Operations, Campus Events Team, Camp and Conference Services, and Live Event Production.
- Responsible for talent identification, onboarding, development, performance evaluation, and supervision of full-time staff and student employees. Routinely led cross-campus departments on large event days, totaling over 200 employees.
- Manage event booking, contracting, facility rentals, event planning, multi-purpose facility operations, and security and crowd management procedures to ensure efficient and effective event operations.
- Develop and maintain strong relationships within the institution and in the external community. Routinely partner with divisions across campus and serve on institutional hiring, planning, and advisory committees.
- Establish and uphold policies and procedures aligned with University, USG, state, conference, and NCAA standards.
- Routinely evaluate venue practices and identify improvements in the guest experience, operational efficiency, and safety in compliance with policies, procedures, laws, and regulations.
- Oversee special projects, including facility maintenance, capital expenditures, construction projects, proposal requests, bids, and awards.

Achievements

- Responsible for generating over \$1 million in annual revenue for the university.
- Completed three departmental reorganizations to support organizational efficiency and business need.
- Managed major university events that brought over 300,000 annual visitors to campus.
- Contracted and managed six mainstream concerts, annual high school athletic and robotics championships, multiple family shows, eight annual high school graduation ceremonies, and each university commencement ceremony.
- Planned and managed all NCAA indoor athletic events and home football games.
- Built an in-house event management team of over 80 students to replace a third-party vendor.
- Managed a COVID-19 vaccination site.
- Led athletic venue enhancement projects totaling over \$4 million.

Professional Experience Continued

September 2012-September 2013 UWG The Coliseum Carrollton, GA

Assistant Director of Business Operations

- Responsible for developing, analyzing, reconciling, and managing departmental operating budgets, including E&G accounts, Departmental Sales and Services accounts, and Foundation accounts.
- Responsible for the development, monitoring, managing, and reconciling of all revenue accounts. Provided monthly reconciliations and reports using queries and reports generated through PeopleSoft Financials and a departmental tracking system.
- Performed internal/external billing by compiling all bills from university partners and outside sources and generating one all-inclusive invoice for clients. Trained staff on university cash handling policies for all in-person deposits.
- Facilitated departmental human resource management: position development and approval, personnel action requests, search and hiring, and proficiency in travel and reimbursement policies.
- Supervised Guest Services operation and managed all associated student personnel, including semester refresher training and professional development opportunities.
- Conducted all departmental purchases. Responsible for the creation and submission of requisitions in PeopleSoft eProcurement, preparing and reconciling P-Card statements, preparing and reconciling Check Requests, preparing and reconciling petty-cash forms, reimbursement for all expenses from the foundation account, creating bid sheets for purchases required to go to bid, and negotiating contracts and pricing with vendors for their products and services.

October 2010-September 2012 UWG University Recreation Carrollton, GA

Coordinator of Training & Development

- Responsible for recruiting, hiring, training, supervising, evaluating, and scheduling over 60 employees that operated the University's Campus Center.
- Conducted required CPR and First Aid training for student personnel.
- Performed Emergency Action Plan training for all student managers.
- Handled all disciplinary issues and terminations of the student team.
- Prepared facility work schedules for all student team members, ensuring facility coverage for 103.5 operating hours per week.

July 2009-October 2010 UWG Campus Center 0

Carrollton, GA

Facility Coordinator

- Responsible for supervising evening building operations, ensuring customer service issues were handled promptly and courteously.
- Responsible for developing and coordinating programs, events, and services in the Campus Center.
- Managed Campus Center administrative budgets and business plans.
- Developed a training program for our student employees focused on customer service.
- Indirectly supervised over 80 student employees operating the facility, setting up for large events, and conducting programming.
- Ensured that facility reservations ran smoothly and that building policies were enforced.

Experience Continued

August 2008-July 2009

UWG Campus Center

Carrollton, GA

Graduate Assistant

- Responsible for the Weekends West Georgia programming: 14 major events for the student body that achieved over 3,000 attendees.
- Created all event marketing and implemented the promotion of weekend programming.
- Managed the \$44,000 Weekends West Georgia budget; supervised over 20 students that facilitated and set up for events.
- Personally booked and scheduled entertainment all weekend programming.
- Negotiated contracts for programming, supplies, and food/beverage.

May 2008-August 2008

UWG Campus Center

Carrollton, GA

Intern

- Responsible for assisting the Assistant Director of Operations with the daily operations of the facility.
- Supervised over 20 student employees, developed work schedules and trained and managed student employees in customer service, facility, and operation aspects of job assignments.
- Planned, scheduled, and managed student workers in the setup and breakdown of all events held in the Campus Center ballroom and gymnasium.
- Assisted with Alarm Monitoring, Lenel, R25, Banner, Peoplesoft, facility scheduling, development of policies and procedures, budgeting, and crisis management.

May 2008-August 2008 UWG Athletics Department

Carrollton, GA

Intern

- Worked with the Assistant Athletic Director of Development and Operations to create a desirable and safe atmosphere for NCAA athletic competitions.
- Developed game day policies and procedures for West Georgia athletics.
- Created in-game promotion plans that met the contractual obligations of corporate sponsors.

July 2007-May 2008

UWG Campus Center

Carrollton, GA

Event Supervisor

- Routinely managed student workers on the production crew.
- Assisted in the setup and breakdown of all events held in the Campus Center and the Gymnasium.
- Facilitated large events for the campus and community daily.

February 2007-May 2007

UWG Athletics Department

Carrollton, GA

Marketing and Promotional Assistant

- Worked with the Associate Athletic Director to plan, coordinate, and perform promotional events for the University of West Georgia Basketball home games.
- Designed and distributed promotional flyers for home basketball games.
- Worked closely with corporate sponsors to coordinate giveaways and develop unique advertising campaigns.

Experience Continued

March 2006-June 2015

Independent Sports Official

Carrollton, GA

Sports Official

- Officiated football, basketball, baseball, and softball from youth through collegiate levels.
- NCAA, GHSA, ASA certified official.

Professional Development

- Graduate: International Association of Venue Management-Venue Management School-2014
- PCI-DSS Compliance Course-June 2014
- Environmental Emergency Preparedness-July 2014
- UWG Leadership Development Institute: Summer 2014-2020
- College Business Management Institute (CBMI): Year 1 Graduate-2017
- Event Risk Management Training-August 2017
- IAVM Trained Crowd Manager-2017
- USG Freedom of Expression Policy Training-March 2018
- Graduate: UWG Engage West Fellows Program-2020

Presentations

- Sport Management Symposium, Spring 2010 University of West Georgia: Young Professional Panel
- Georgia Recreational Sports Association State Workshop, Fall 2011 University of West Georgia: "Eye's on the Prize, Be Prepared and Set Your Career on the Rise"
- Sport Management Speaker Series, Spring 2012 University of West Georgia: "University Recreation"
- Southern Sport Management Association Conference, Spring 2013 Troy University: "Application and Interview Tips, Be Deliberate and Avoid Potential Slips"
- Southern Sport Management Association Conference, Spring 2013 Troy University: Young Professionals Panel
- Sports Law Class, Fall 2014 University of West Georgia: "Facility Benchmarking and Risk Management Audit"
- UWG Athletics-Football 101, Summer 2016 University of West Georgia: "Officiating 101"
- University of West Georgia Career Services, January 2017 University of West Georgia: Career Services S.E.E. Training

Honors

- Who's Who Among Students in American Universities and Colleges-2009
- 2011 NIRSA Region II Conference Scholarship Recipient
- Best of the West: Cross Divisional Recognition-2014
- 30 Under 30 Award Recipient: University of West Georgia-Class of 2014
- Above and Beyond Award: University of West Georgia Risk Management-2015
- Vigilance Award: University of West Georgia Risk Management-2015
- Risk Manager's Award for Excellence: The Coliseum, University of West Georgia-2015, 2016, and 2017
- Above and Beyond Award: University of West Georgia Risk Management-2017