

## ASSOCIATE TEACHER

### Accomplishments

- Bachelor of Science in Management and Business The Marshall Award 2007
- The Barbara Hume Memorial Award 2011 Coach's Award 2007
- The Rev. B.W. "Pete" Woodward, Jr. Prize 2010
- Coached Hunter Forward, Kristen Markoe, CUNYAC Player of the Year

### Experience

Company Name January 2014 to January 2015 Associate Teacher

City, State maintain safe classroom setting while fostering a positive and engaging learning environment Manage Develop daily lesson plans for 5 and 6 grade Reason and Rhetoric Teach students weekly vocabulary words and writing techniques using nonfiction articles Led and guide students in classroom discussions Lead co-curricular programs such as: recess, lunch, and study hall Closely monitor the academic and social lives of seventh grade boys

Company Name January 2012 to January 2014 Head Coach, Girls' Varsity Basketball

City, State manage recruitment and enrollment of prospective students from the New England area, New York, Montreal, New Jersey, Maryland, Philadelphia, Maryland, Chicago, Virginia, and Florida Develop contacts with feeder schools, sports programs, coaches, and educational consultants Act as the athletic liaison for the admission office Attend regional and national admission events to attract prospective students and families Coordinate and manage daily tour guides for prospective families and arrange for coaches to meet prospective students Interview and evaluate prospective students for admission Assist in the planning and execution of Holderness School's Fall Open House and Spring Second Visits for over 100 accepted students Help manage the Holderness Social Media websites (i.e. Facebook, Twitter, YouTube) Assisted in the development and implementation of the strategic plan to increase the number of applicants on a 1 year, 3 year, and 5 year span Developed strategies to attract mission appropriate students Collected the documents required necessary to make a decision on applicants Assisted in the admission publication Assisted in increasing full pay boarding students (15%), female applicants (18%), freshman applicants (20%), and domestic diversity (15%) managed all aspects of the Girls' Basketball program, competing in the Lakes Region league and (NEPSAC) New England Prep School Athletic Council. Attended regional and national AAU tournaments to identify, evaluate, and recruit student-athletes (such as: Deep South Classic, Commotion by the Ocean, Gym Rats, etc.) Coordinated daily practice plans to enhance successful learning and performance outcomes for both varsity and junior varsity teams Invited and scheduled scrimmage games among AAU programs in order to increase the school's awareness athletically Developed scouting reports and game plan of the opposition for student-athletes in order to create successful results Collaborated with Strength and Conditioning coach to develop a health and wellness program Performed end of the season evaluations with coaches and players Assisted student-athletes and the college counseling office in the college recruitment process Coached Skidmore Forward Mingle Vilunite, a member of the Liberty League All-Rookie team Organized end-of-the-year team dinner and individual awards Provided individual skill development program during the season and Post-season Coordinated travel to and from opposing schools for both teams Collaborated with Athletic Director to manage the team's budget and fundraising initiatives member of the Women's Basketball Coaches Association (WBCA) M

Company Name January 2011 to January 2012 Student Assistant Coach, Men's Basketball

City, State Conducted comprehensive on and off campus recruiting; attended regional tournaments/camp Attended games and review film of opponent's games; develop scouting reports and recommendations Assisted in development of daily practice plans to enhance successful learning and performance outcomes Supervised student manager and practice players Instructed guard play, creating performance drills and individualized instruction managed exchange of game film for non-conference and conference opponents Managed academic progress of student-athletes, as assigned by head coach Managed outreach to constituents (parents, fans, coaches, alumni, etc.) M Assisted in coordination of team travel arrangements, housing, and meals for student-athletes Coordinated community service activities between the student-athletes and local community Coached three All-League players and one All-Rookie team player Conducted comprehensive on and off campus recruiting; attended regional tournaments/camps Attended and scouted opponent games and review film; developed scouting reports and recommendations Assisted in development of daily practice plans to enhance successful learning and performance outcomes Worked with post players, creating performance drills and individualized instruction W Helped lead Thoroughbreds to 16-10 record and Liberty League Tournament berth Attended and scouted opponent games and reviewed film; developed scouting reports and recommendations

### Education

Skidmore College 2007 Bachelor of Science : Management and Business City, State, US Skidmore College, Saratoga Springs, NY, May 2011

Holderness School, Plymouth, NH, June 2007

Concordia University Master : Coaching and Athletic Administration City, State, US Concordia University, Irvine, CA, May 2015 Master in Coaching and Athletic Administration

### Professional Affiliations

University of Rochester Boys' Basketball Camp (League Commissioner)

### Skills

Games, Increase, Recruitment, Associate, Budget, Fundraising, Health And Wellness, Liaison, Recruiting, Arrangements, Exchange, Progress, Team Player, Travel Arrangements, Field Operations, Operations, Packing, Program Manager, Purchase Orders, Vouchers, Coaching, Award