**Dwayne Sanders Jr**

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**Objective: Seeking an internship where I can apply my background in business administration in a professional field.**

**EDUCATION**

**Tiffin University**

Masters of Business Administration Sports and Recreational Management

Expected Graduation Date: August 2015

**Tiffin University**

Bachelors Degree in Business Administration: Sports and Recreational Management Graduation Date: May 2013

**SKILLS**

* Microsoft Word
* Basic Excel Skills
* PowerPoint
* Interpersonal
* Leadership
* Problem Solving
* Multitasking
* Basic Negotiation
* Strategic Planning
* Facility Management
* Budgeting
* Basic Marketing
* Team Building

**MANAGEMENT EXPERIENCE**

**LA Fitness**

**Operations Manager 08/2014-Present**

* Manage daily activities and issues in the facility
* Provide quality customer service
* Staffing operations, janitorial, and “kids klub” (daycare staff)
* Overseeing a total of 15 employees
* Training and developing staff
* Reach various gross goals for each pay period
* Manage the supply budget

**Tiffin University Men’s Basketball**

**Graduate Assistant Coach 08/2013-08/2014**

* Developed point guard position
* Recorded statistics for each game
* Managed all equipment and uniform issues
* Recorded practice logs and maintaining hours of practices and games (Excel Format)
* Managed fundraising activities
* Recorded games and uploading to GLIAC League Website
* Edited the game film
* Created Scouting Reports
* Scouted for players (high school players)
* Set up team meals on road games

**Tiffin University Men’s Basketball**

**Junior Varsity Basketball Head Coach 08/2013-08/2014**

* Scheduled games and practices
* Booked referees for games
* Scheduled transportation for road games
* Developed the talent of all players
* Kept track of players grades on weekly basis
* Monitored eligibility of players through NCAA rules
* Scouted opposing teams
* Managed game film and the exchange of game films
* Created a spreadsheet to keep track of practice hours and game hours (Excel Format).

**Tiffin University**

**Basketball Manager 08/2011-05/2013**

* Helped assistant coaches with practices.
* Managed equipment in practices and on game days.
* Recorded Statistics during games.
* Assisted coaches with fundraising for team.

**Student African American Brotherhood (SAAB)**

**President of Organization 08/2012-05/2013**

* Scheduled and conduct weekly meetings with members of organization.
* Met regularly with the SAAB Advisor, Overall Advisor and developed marketing plans to attract more members.
* Planned different events to help bring awareness to our organizational cause.
* Worked with Student Life and University Media Relations to provide media releases and pitch media coverage of different events
* Kept track record of members grades throughout the school year
* Scheduled transportation for events away from campus

**Family Lawn Affairs**

**Assistant Manager 05/2011 – 08/2013**

* Managed daily operations of lawn service.
* Scheduled times for lawns to be mowed.
* Provided quality customer service.
* Marketed to potential customers.
* Collected and manages cash.
* Helped manage employees.
* Priced quote estimates for potential customers.

**MARKETING EXPERIENCE**

**LA Fitness**

**Basketball League Coordinator 4/2015-Present**

* Market the idea of having a basketball league to current and potential members of gym.
* Schedule referees for league.

**Fusion Marketing**

**Brand Ambassador 05/2014-Present**

* Market for products for different companies of choice at different events
* Interact with people at the different events by allowing them to test products.
* Notate names, numbers and emails so that they can be contacted about different deals for products of interest