

# Robert Smith

## Objective

- To work within athletics, where it offers me an opportunity to teach, mentor, and educate student-athletes both personally and professionally.

## Education

### *Michigan State University, East Lansing, MI*

- Master of Art – College of Education – Sports Leadership and Coaching (currently enrolled)
- Bachelor of Science – Kinesiology – Specialization in Sports Administration with a Health Studies Certificate

## Experience

### *Sports Operations Coordinator – Michigan State University*

July 2014 – Current

- Organizing day to day operations for the Senior Associate Athletic Director
  - Setting up meetings, filing contracts, planning and preparation for any special events.
- Lead assistant for the Sports Management Unit that oversees all 25 sports
  - Providing assistants to the Administrator of any sport – event management, travel arrangements, housing.

### *Director of Operations – Michigan State University Volleyball*

April 2012 – June 2014

- Organized team travel (Itineraries, buses, hotels, airplanes, and restaurants)
- Planned, marketed, and facilitated MSU Volleyball Kids Club, student section, and volleyball team
- Adhere to all administrative issues - compliant with all NCAA, Big Ten, and MSU rules and paperwork

### *Ticket office Intern– Michigan State University Ticket Office*

August 2011 – April 2012

- Lead day-to-day operations of Division 1 Athletic Ticket Office
  - Ticket sales of 12 sports including: season, single-game, and mini-plan tickets packages
  - Organized away game tickets and seating charts based on donor priority
  - Balanced daily and athletic event sales
- Supervised select athletic events and staff members
  - Solved and accommodated accessible seating for patron in need
  - Provided quality customer service while handling player guest, pass lists, and will call

### *Director of Operations– Michigan State University Softball*

August 2010 – 2011

- Marketing and promotions for media relations to improve game attendance
- Direct involvement with the coaching staff
  - Filed and organized information on current recruits
  - Involvement with official and unofficial visits
  - Prepared practice plans and practice set-up
- Coordinated clinics and player development

### *Senior Student Manager – Michigan State University Basketball*

October 2006 – May 2010

- Men's Basketball Operations Intern (Director of Basketball Operations – Kevin Pauga - August 2009 – May 2010)
  - Organized team travel arrangements (itineraries, team buses, hotel and airplane)
  - Assigned shoot-around and practice times for both home/away teams
  - Collaboration of game day atmosphere ideas for intense energy and noise levels
- Men's Basketball Student Manager (Video Coordinator – Jordan Ott - August 2007 – May 2010)
  - Edited game film, compiled statistics and generated scouting reports
  - Pregame preparation, game day operations, postgame organization and team food orders
  - Assisted coaches daily throughout the year (Responsibilities: recruiting, practice, game)
  - Delegated duties for nine underclassman managers
- Women's Basketball Student Manager (Video Coordinator - Sam AcMoody – October 2006 – July 2007)
  - Involved with team travel, food orders, and video as a first year manager

### *Intern – Nancy Lieberman, ESPN*

May 2008 – October 2008

- Planned, marketed, and operated summer basketball camps
- Facilitated travel arrangements for WNBA broadcasts
- Effectively managed camps under a small budget