

# Kaylee Savage

Expected Graduation Date: December 2023

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## OBJECTIVE

- Seeking to expand my knowledge and professional exposure by obtaining a Master's Degree in Sports Management while attaining knowledge from a mentorship to complete my degree.

## EDUCATION

### Tiffin University, Tiffin, OH— *Master's degree*

August 2018- Present

GPA: 3.9

- Bachelor's Degree: BS in Exercise Science
- Dean's List each semester: Fall 2018 - Fall 2022
- Master's Program: BMA in Sports Management

Activities: Softball, Sports Management Club

### Liberty Union High School, Baltimore, OH— *High school diploma*

August 2014 - May 2018

GPA: 3.9

Activities: Softball, Basketball, FFA, Student Council, Interact Club, National Honors Society, Summa cum laude, Pro-peace Club, Freshman Ambassador and Forestry Team

- Team captain for both softball and basketball.
- FFA Chapter Officer for two years.
- Forestry Team member earning first place at the state level and fourth place at the national level for the Forestry Career Development Event.

## EXPERIENCE

### Midwest Tournament Factory Tiffin, OH — *Mentorship*

MAY 2023 – CURRENT

- Marketed and sold merchandise.
- Collected admission fees and administered weekend passes with spectators, vendors and coaches.
- Maintained an organized, clean, professional workspace and event space.
- Provided excellent customer and tech service with a helpful and friendly attitude.
- Oversaw tournaments as tournament director and communicated tournament statuses with organization directors.
- Responsible for overseeing inventory control and coordinated pickup and delivery of supplies and equipment.
- Responsible for accounting umpire attendance, maintaining games schedule, enforcing tournament and sanction rules, answering parent, coach & umpire questions and presenting tournament awards.
- Maintained a safe and family-friendly environment.

### Tiffin University Event Services Tiffin, OH — *Graduate Assistant*

AUGUST 2022 – CURRENT

- Processed virtual requests for reservations, collected needed amenities and technology, and followed up with reservation confirmations or reschedules.
- Managed a phone line and emails with clients, vendors and staff.
- Maintained an organized, clean, professional workspace and event space.
- Provided excellent customer and tech service with a helpful and friendly attitude.
- Provided administrative and clerical support via EMS systems and google calendar.
- Responsible for overseeing inventory control and coordinated pickup and delivery of supplies and equipment.
- Responsible for communicating and scheduling our student workers for events

## SKILLS

- Medical terminology
- Leadership
- Time management
- Teamwork and communication
- Hardworking and consistent
- Managerial
- Computer: EMS Software, Microsoft Word, Excel, PowerPoint, and Internet

## AWARDS

- Undergraduate Academic Distinction Honor
- 2022 Senior Scholar Athlete
- Magna cum laude
- Academic distinction
- Scholar athlete(4yr)
- Summa cum laude
- National Honors Society
- Honors diploma
- FFA State Degree
- FFA Gold Ranked Secretary
- Varsity Letterman in Basketball(2yr) and Softball(4yr)

- and collecting follow up feedback from past events.
- Accessed and interviewed potential candidates for the student worker position.

**Tiffin University Hanson Athletic Building** Tiffin, OH — *Part Time Employee*

MAY 2022 - DECEMBER 2022

- Collaborated and assisted as needed with strength trainer to provide customer service.
- Served a diverse student population.
- Responsible for maintaining correct check-in procedures.
- Monitored facility for proper usage.

**Tiffin University Sports Medicine** Tiffin, OH — *Intern*

JULY 2021 - NOVEMBER 2021

- Assist and support athletes with various injuries and rehabilitation.
- Responsible for ensuring health and safety needs are being met based on weather conditions, activity levels, and individualized physical needs.
- Responsible for maintaining a healthy and professional environment for athletes, coaches, and athletic trainers.

**Tiffin Developmental Center** Tiffin, OH — *Therapeutic Program Worker*

MAY 2020 - JANUARY 2022

- Assist and support individuals with varying ranges of developmental disabilities to be as independent as possible.
- Responsible for ensuring health and safety needs are being met based on an individual's plan.
- Ensure individuals are engaged by providing vocational, leisure or recreational activities both on campus and in the community.

**Tiffin University Murphy Center,** Tiffin, OH — *Desk Attendant*

AUGUST 2019 - MARCH 2021

- Responsible for maintaining a healthy study environment for students and professors.
- Clock in student's study table hours, schedule tutoring appointments, and receive and schedule exams for students and professors.
- Monitoring Center's professional email.

**ASA Softball,** Baltimore, OH — *Umpire*

MAY 2016 - AUGUST 2016

- Obtained American Softball Association umpiring authorization to officiate games. Responsibilities included, reporting scores and the names of the competing teams to the board member on site.

**VOLUNTEER WORK**

**Tiffin University Student Senator** Tiffin, OH — *Elected 1-year term*

AUGUST 2020 - MAY 2021

- Voice for the student body.
- Advocate for campus fundraising activities.
- Administered monies for various campus organizations.
- Organize and participate in multiple campus volunteer events.

**After School Program** — *2017-2018*

- Responsibilities included transporting students from our elementary and middle schools and taking them to our local church. Activities included helping students with their homework, DIY projects, puzzles, or art.

**FFA Tractor Drive** — *2014-2017*

- Assisted in organizing a tractor drive around town and collected multiple silent auction items from local businesses. All proceeds raised were donated to a local family struck with a tragedy that needed a helping hand.

**Extracurricular Marketing and Management**

- Assisted with selling merchandise at the Tiffin University Softball recruiting

camps.

- Tiffin University's Hall of Fame Participate; assisted in silent auction and fundraising.
- Assisted with Tiffin University's Virtual Sport and Fitness Showcase by being a student moderator.