

# **Hailey Platt**



# **OBJECTIVE**

To obtain a full-time position with the MIAA in Kansas City, Missouri.

# WORK EXPERIENCE



## MID AMERICAN INTERCOLLEGIATE ATHLETIC ASSOCIATION Intern

- Provided administrative assistance to MIAA commissioner, assistant commissioner for championships and business development, assistant commissioner for compliance and internal operations/senior woman administrator and the director of communications.
- Accompanied staff during conference calls and visits to learn about NCAA rules and regulations.
- Managed 20 volunteers during annual MIAA Men's and Women's championship basketball tournament held at Municipal Auditorium.



## NORTHWEST MISSOURI STATE UNIVERSITY

## Assistant to Office Manager | Athletic Department

- Provided clerical support to three athletic directors, office manager, fifteen coaches, student managers and athletes.
- Played a key role in the implementation of new NCAA ticket distribution system to disperse will-call tickets. Managed ticketing duties at campus athletic events (football, basketball and volleyball.)
- Compiled customized mailings including personalized labels by using mail merging data to be sent to all Booster Club members and local middle and high schools.
- Increased awareness of administrative duties involved with running an athletic office.

### Assistant to Director of Compliance/Assistant Athletic Director

- Processed paperwork involving student-athlete recruiting activities to ensure NCAA rules and regulations are followed.
- . Entered data into NCAA official website, determine athletic eligibility, and monitor academic performance of student athletes.
- Created and updated spreadsheet listing confidential athlete data in Microsoft Excel.
- Collaborated with financial aid office to ensure scholarships were properly credited.
- Enhanced awareness of NCAA rules and regulations assisting director with annual compliance meetings to convey regulations.

### **Office Assistant - University Advancement**

- Greeted and directed, and assisted visitors in person or on the phone with information request or appointments.
- Updated Banner database with personal alumnus information and prepare mass mailings of up to 11,000 units.
- Enhanced customer service skills while interacting with alumni and other campus visitors.

# **EDUCATION**

### BS in Parks and Recreation: Recreation Management with a minor in Coaching

Northwest Missouri State University • Maryville, Missouri

- Attended Title IX at 40 Conference in Ann Harbor, MI (May 2012)
- Microsoft (Windows 95-XP, Word, Excel, PowerPoint, Publisher, Photoshop) Mac iPhoto and Vdeo Software Social Media: Twitter, Instagram, Facebook

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# Maryville, MO

Kansas City, MO

**January 2013-June 2013** 

## May 2011-Aug. 2013

Iune 2010-Dec. 2012

### January 2011-December 2012

Augusst 2013

GPA 3.8/4.0