

Hailey Platt

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OBJECTIVE

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

WORK EXPERIENCE

MID AMERICAN INTERCOLLEGIATE ATHLETIC ASSOCIATION

Kansas City, MO

Intern

January 2013-June 2013

- 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.
- Your major accomplishment from this job.

NORTHWEST MISSOURI STATE UNIVERSITY

Maryville, MO

Assistant to Office Manager | Athletic Department

May 2011-Aug. 2013

- 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.
- Increasing awareness of administrative duties involved with running an athletic office.

Assistant to Director of Compliance/Assistant Athletic Director

June 2010-Dec. 2012

- 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

Jan. 2011-Dec. 2012

- Greet, direct, and assist visitors in person or on the phone with information request or appointments.
- Update Banner database with personal alumnus information and prepare mass mailings of up to 11,000 units.
- Enhancing customer service skills while interacting with alumni and other campus visitors.

EDUCATION

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

August 2013

Northwest Missouri State University • Maryville, Missouri

GPA 3.8/4.0

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