

Allison A. Everett

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Education

Bachelor of Science, Iowa State University, Ames, IA, 2010

Exercise and Sports Science / Sport Management

- Currently enrolled in Sport Management core classes
- Sport Management Club member
- 3.5 GPA

Computer Skills

Microsoft Word, Excel, PowerPoint
(Experience preparing and executing large mail-merges)

Work History

Allianz Championship Golf Tournament, Des Moines, IA

OFFICE STAFF VOLUNTEER (August-September 2009)

- Provided general office assistance, stuffed envelopes for mass mailings, and checked ticket orders.

Iowa State University, Athletic Department, Ames, IA

INTERNSHIP (May-August 2009)

- Worked with Varsity Club to increase membership.
- Updated database, typed letters, and prepared mailings.

SPORTS CAMP COUNSELOR (June 2009)

- Supervised 20-40 sports camp participants during two golf camps and one basketball camp.
- Oversaw dormitory stay; ensured timely arrival and camp and meals.
- Developed solid relationships with coaches and staff, including Julie Manning, Golf Coach.

Hy-Vee Women's Golf Classic, Des Moines, IA

MEDIA RELATIONS RUNNER (May 2009)

- Relayed information from leader board to media continuously throughout tournament.
- Monitored media interviewing schedule with golf personalities.

Professional Property Management, Ames, IA

RENTAL CONSULTANT (February-May 2009)

- Answered phone and booked appointments to show rental apartments; prepared lease contracts and paperwork.

Dr. Tricia J. Johnson, Iowa City, IA

NANNY (July 2008-January 2009)

- Performed daily child-care duties and light housekeeping for two children.
- Provided transportation to and from school and other activities.

Sports-Related Activities

National Cyclone Club Tent
Welcoming Host, Fall 2009

Allianz Championship Golf Tournament
Office Staff, Fall 2009

Iowa State University Sports Camps
Counselor, Summer 2009

Hy-Vee Women's Golf Classic
Media Relations Runner, May 2009

Iowa State University Athletic Department and National Cyclone Club
Intern, May-August 2009

Riverbend Golf Course
Junior Golf League Volunteer, Summer 2008

Riverbend Golf Course
Couples' League Co-President, Summer 2008

Ballard-Huxley Community Schools
District Golf Champion, Summer 2005

Ballard-Huxley Community Schools
Cross Country Manager, 2005

Relevant Courses

- Motor Learning and Behavior
- Exercise Physiology with Lab
- Statistics and Measurements in Physical Education
- Psychology of Physical Activity and Sport
- Fitness Assessment Clinical Practicum
- Exercise Prescription

Certifications and Training

- CPR Certified
- First-Aid Certified
- Iowa State University, Van Driving License
- Lifeguard Training