

Joshua Potter

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OBJECTIVE

To obtain a challenging position in the field of sports management that would highlight my skills in decision- making, leadership, and organization and allow for professional growth.

EDUCATION

Bachelor of Business Administration

Major: Sports Management

May 2012

Geneva College, Beaver Falls, PA

GPA 3.15

Quantitative Analysis Simulation

- Planned, forecasted, and implemented activities for Geneva College to recruit and retain students

COURSE

-Facilities Management -Principles of Accounting I, II -Quantitative Analysis I, II

HIGHLIGHTS

-Business Finance -Legal Issues in Sports -Intermediate Accounting

WORK

Experience

Executive of Intramurals

Academic Year 2010- 2012

Geneva College, Beaver Falls, PA

- Interviewed and managed referees
- Planned intramural events and tournaments
- Oversaw coordinators actions

Coordinator of Intramurals

Academic Year 2009-2010

Geneva College, Beaver Falls, PA

- Managed schedules
- Directed team building, and bonding
- Managed inventory
- Organized game play

Construction- Laborer

May 2007- August 2011

Brnardic Corporation, Cheswick, PA

- Hung drywall, framed rooms, installed siding
- Brick laying, laid concrete
- Demolition of out dated housing structures
- Organized supply room, delivered supplies
- Sanded, primed and painted newly finished rooms
- Roofing, plumbing
- Operated jack hammer

COMPUTER

SKILLS

- Office 2007

- Excel

- PowerPoint

- Access

- Word

HONORS

- Gold and White Scholarship
- Geneva Academic Scholarship

VOLUNTEER

Big Brother Big Sister Program

Academic Year 2008-2010