

**EDUCATION**

Temple University  
School of Sport, Tourism, and Hospitality Management  
Bachelor of Science, Sport and Recreation Management

Philadelphia, PA  
May 2021

**EXPERIENCE**

**Lower Makefield Parks and Recreation**

**Yardley, PA**

*Recreation Program Manager*

*May 2021-Present*

- Maximizes the usage of the facilities and parks through a variety of innovative Recreational Activities and Programs that meets the needs of the Lower Makefield Community
- Manages all program contractors and seeks new contractors with new skills to improve Township needs
- Assist Director in organizing, scheduling, enforcing rules, and assist with overseeing day to day operations
- Manages all facility reservations at the Community Center, parks, and coordinates with facility maintenance for room flipping

*Program Management and Event Planning Intern*

*January 2021-May 2021*

- Assisted in research, execution, and organizing park programs during the process of the CAPRA Accreditation
- Researched and implemented ways to expand Lower Makefield Parks and Recreation to become a more inclusive environment
- Assisted in evaluating effectiveness of programs and activities
- Created and expanded social media platforms promoting different programs

**Boyle Recreation Center**

**Philadelphia, PA**

*Recreation Activities Intern*

*January 2020- June 2020*

- Worked alongside site supervisor to help innovate and create new programs to help service the community
- Assisted in the planning and execution of summer camp set up, calendar, and registration
- Maintained communication with community clearly giving accurate details and information regarding event

**Philadelphia Parks and Recreation**

**Philadelphia, PA**

*Worksite Monitor*

*June 2019-September 2020*

- Observed youth workers and ensured that workers are performing their duties in a satisfactory manner
- Delivered and collected timesheets for all assigned youth workers
- Met with program directors daily to provide feedback on youth employees performance and review any concerns
- Inspected facilities to verify specific information was displayed

**Penn State Altoona Adler Athletic Complex Center**

**Altoona, PA**

*Work Study Recreation Supervisor*

*January 2017-May 2018*

- Supervised 5 to 10 staff members each shift making sure all duties were being covered
- Answered calls for recreation or service questions
- Ran the front desk giving tours to perspective students
- Handled routine walk throughs checking on equipment maintenance

**Philadelphia Parks and Recreation**

**Philadelphia, PA**

*Program Coordinator to District Manager*

*May 2018- October 2018*

- Assisted the recreation District Manager on daily activities
- Managed paperwork distribution to each recreation center
- Managed the timesheets and paychecks weekly
- Answered phone calls and took messages

**CERTIFICATIONS**

- CPR and First Aid Certified • Valid Driver's License • ServSafe • Certified Youth Sport Administer

**VOLUNTEER WORK**

- Recreation Cheerleading Director • Recreation Dance/Acro Teacher