

Michelle Davis

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EDUCATION

B.S., Parks, Recreation, & Tourism: Community Recreation & Sports Management

08/2017

University of Utah

Salt Lake City, UT

- Honors 3.9 GPA
- Dianne Nelson Binger Memorial Scholarship Recipient 2016

A.S., General Studies

08/2015

Salt Lake Community College

Taylorsville, UT

- High Honors 3.9 GPA

EXPERIENCE

Summer Camps Coordinator

03/2017-Present

University of Utah Athletic Department

Salt Lake City, UT

- Promoted to manage and schedule all fields, facilities, and parking lots for athletic summer camps
- Created invoices for reservations and billing to correct department for payment
- Oversee summer camps progress and activities during the summer
- Instruct camp directors on purchasing supplies, contacting volunteers for events.

Event Management Intern/Assistant

08/2016-4/2017

University of Utah Athletic Department

Salt Lake City, UT

- Assisted in the planning, preparing, and managing the 2017 NCAA March Madness first and second rounds at the Vivint Smart Home Arena in Salt Lake City, Utah
- Designed practice schedules and game day countdown sheets for various athletic events
- Created match/game protocol packets for different sports within the program
- Generated event pricing research for available locations around campus
- Improved risk management policies and procedures of athletic department buildings.

Support Team Member/Receptionist

11/2013-08/2016

Orriant Health and Wellness

Sandy, UT

- Provided administrative support by greeting guests, answering calls and emails, distributing mail, and managing in office health assessments
- Trained new employees to perform job responsibilities
- Counseled individuals who did not complete the requirements for discounted health insurance
- Entered participant goal tracking data into an online database
- Edited documents, emails, and presentations posted on the company website and database.

Retail Sales Associate

06/2011-11/2013

The Red Balloon

Salt Lake City, UT

- Assisted customers with purchasing products
- Provided gift wrapping services
- Worked cash register
- Cleaned and organized store.

MEMBERSHIPS & CERTIFICATIONS

- Member of the North American Society for Sport Management
- Adult and Pediatric First Aid/CPR/AED