

Patricia Monroe

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OBJECTIVE

Seeking a position in which I can apply skills developed through my education and professional experience.

SUMMARY

An extremely motivated individual with strong leadership skills. Highly effective verbal and written communicator. Experience working with diverse populations. Adaptable to a variety of environments and open to relocation. Four year DI college athlete with full scholarship.

CAPABILITIES

Presentation Development
Customer Service
Internet Research and Analysis

Organization
Strategic Planning
Microsoft Office

Public Speaking
Time Management
Event Planning

EDUCATION

Michigan State University, Master of Arts, Education Candidate *August 2011*
Concentration: Sport Leadership & Coaching; P-12 School & Post Secondary Leadership

East Carolina University, Bachelor of Science, Health Education and Promotion *May 2009*
Concentration, Worksite Health

- Selected as outstanding senior for Worksite Health Promotion
- Graduated Cum Laude

WORK HISTORY

Special Projects Coordinator, East Carolina University *August 2009- Present*
Greenville, NC

- Provide coordination and project support for the Director of Student Development
- Advise Division 1 athletes on academic requirements for graduation.
- Assist college athletes with registration to ensure classes are aligned with educational goals.
- Communicate regularly with students, coaches, professors and athletic administrators.
- Organize athletic and academic recognition banquets for students who exceed at athletics and academics.
- Interface with vendors providing food, equipment and recognition items regarding price, availability, damages and special orders.

Exercise Physiology Intern, University of Miami *January 2009-June 2009*
Coral Gables, FL

- Assisted with laboratory testing, fitness assessment, exercise prescription and fitness/wellness consultations.
- Worked as a personal trainer establishing fitness goals and assisting in achieving those goals.

- Created and implemented two exercise programs at the Wellness Center that were highly attended by students, staff and special populations.

**Student-Athlete Mentor, East Carolina University
Greenville, NC**

September 2008-December 2008

- Counseled athletes on a weekly basis in regards to academics and activities.
- Assisted and accessed students with studies and provided a safe environment to discuss any concerns they may have had in regards to college life.

**Server, The Union Cabaret and Grille
Kalamazoo, MI**

May 2005-August 2005

- Provided exceptional service in a fine dining restaurant.
- Skilled at anticipating, identifying and fulfilling guests needs and clarifying special orders.
- Successful at multi-tasking while remaining professional and courteous in a fast pace environment.

ACTIVITIES

East Carolina University Women's Volleyball Team

2004- 2008

- Recruited as a walk-on for the volleyball team at East Carolina University
- Earned a full scholarship for the next 3 years
- While traveling and competing for ECU, maintained a 3.53 GPA as an Honor Roll Student, Dean's List and Chancellor's Student
- Nominated as 4-year team captain
- Currently ranked 1st at ECU for All-time career digs
- 1st ECU player to lead the team in digs every year of career
- Ranked in the top 10 for single season digs at ECU each year of career
- Two time Conference USA defensive player of the week
- 3rd in Conference USA in all time career digs

Student Athlete Advisory Council

2005- 2008

Student Athlete Advisory Council for 4 years at ECU.

- Planned special events for incoming freshman athletes orienting them to the University, introducing them to their peers, and advising them of available support services.
- Performed and planned fund raising and charity activities, fostering a positive interaction between ECU athletics and the community.
- Acted as a liaison between student athletes and the East Carolina Athletics Board of Directors.
- Served as the SAAC Parliamentarian for two consecutive years.

Volunteer

2004- 2008

Habitat for Humanity

Ronald McDonald House

Organized community service outings for fellow athletes at ECU

REFERENCES

Available Upon Request