

Mirandia Green

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EDUCATION

Tiffin University, Tiffin, Ohio

Master of Business Administration (MBA), Sports Management

Anticipated Graduation August 2023

Lourdes University, Sylvania, Ohio

Bachelor of Science in Health Care Administration

August 2017- May 2021

- Magna Cum Laude (3.78 GPA)
- Graduated top Six of the College of Business and Leadership class of 2021
- Inducted into Sigma Beta Delta Honor Society

EXPERIENCE

Tecumseh High School, Tecumseh, MI

February 2023-Present

Assistant Athletic Director

- Run reports and notify students, principals, parents, and coaches of student eligibility
- Supervise all athletic events, including promotions, ticket sales, and public relations. Arrange and manage game day activities, including staffing (ticket sellers, announcers, etc.), officials, contestants, financial activities, and security
- Communicate with other Athletic Directors and assignors to schedule sports events
- Assist in the hiring process of all coaching positions
- Arrange transportation for all away games
- Budget and maintains athletic accounts, including accounts payable and receivable
- Ensure all MHSAA rules and regulations are adhered to
- Assist with recording the yearly Athletic summary and accomplishments

Athletic Directors Administrative Assistant

October 2021-February 2022

- Update physical records via Final Forms to maintain current documentation
- Assist students, parents, and coaches in setting up Final Forms accounts
- Create and maintain team rosters
- Collaborate with the maintenance department on all game day activities
- Acts as a liaison between the coaching staff and the Athletic Director

Adrian College, Adrian, MI

December 2022- April 2023

Athletic Department Intern

- Greeted and offered basic hospitality to officials, coaches, and players upon their arrival at the game site
- Assisted with reviewing NCAA compliance forms
- Coordinated coach's interviews and flights
- Collaborated with the Associate Director on student engagement

Anne Grady Services, Holland, OH

February 2021- October 2021

Human Resources Assistant

- Recruit and interview applicants for Direct Care and Community Program openings
- Conduct pre-employment checks
- Process employment verifications, status changes, and terminations
- Audit confidential and personnel files
- Organize and represent the organization at job fairs
- Assist with administering benefits
- Ensures individuals are free from Abuse & Neglect

McLaren St. Luke's Hospital, Maumee, OH

August 2020-December 2020

Human Resources Intern

- Assisted with planning and execution of the Annual Recognition Dinner

- Prepared badges for staff
- Processed and filed terminations
- Educated employees on new benefits
- Contributed with integration tasks as St. Luke's Hospital joined with McLaren Healthcare

United Parcel Service, Maumee, OH

May 2020- May 2021

Package Handler/sorter

- Physically loaded 3-4 trucks a night
- Ensured packages were scanned and safely made it to their destination promptly
- Effectively handled fragile items and hazardous material

Dicks Sporting Goods, Toledo, OH

June 2018-May 2020

Footwear Associate

- Enhanced customer service by helping athletes find the right pair of shoes
- Utilized attention to detail by organizing and stocking the backroom
- Developed persuasion techniques by advertising Score Cards and Credit Cards
- Cultivated a team atmosphere by working with other associates

TECHNICAL SKILLS

- Proficient with Microsoft Office

LEADERSHIP AND ACTIVITIES

- Member of Lourdes University Women's Basketball Team 2017-2020
- Lourdes Sports Photographer 2017-2020
- Member of TRIO 2017-2021
- Member of ASA (Association of Student-Athletes) at Lourdes University 2018-2020
- Captain of Lourdes University Women's Basketball Team 2019-2020
- Leader of Community Outreach program for ASA (Association of Student-Athletes) 2019-2020
- Member of the Wolverine-Hoosier Athletic Conference All-Academic Team 2019-2020
- JV Girls Basketball Coach for Michigan Cobras AAU Program 2021-2021
- JV Girls Basketball Coach at Tecumseh High School 2021-2022
- Varsity Girls Basketball Coach at Tecumseh High School 2022-Present