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NICOLE M SPIOTTA

OBJECTIVE

To obtain a position where I can learn, create and lead student-athlete programs that ensure rewarding experiences and meaningful growth.

SKILLS

- Communication – written and verbal; collaboration; leadership; management; and organization.
- Microsoft Office; Google; Apple; Knightsite; RSchoolToday, EZ-Facility; ARMS; Arbiter; ASTRA; NCAA Applications; Tutor Trac; and Academic Portals.

VOLUNTEER

- The Candle Lighters – Create and organize revenue generating events.
- Student Athlete Advisory Committee – co-advise, create and organize revenue generating events.

CERTIFICATIONS

- First Aid/CPR & AED; NFHS National Certification Program; SafeSport Training; NAAC Division II Education Program.

EXPERIENCE

ATHLETICS GRADUATE ASSISTANT • MILLERSVILLE UNIVERSITY • JULY 2017 - MAY 2019

Serve as the main liaison between the coaches, administration and student-athletes with regards to compliance, academics, educational programming, facility use and athletic events. Collaborate with various departments to assist in creating and organizing raising funds for the department, athletic scholarships and securing corporate sponsorships.

ASSISTANT DIRECTOR OF ATHLETICS; ASSISTANT DIRECTOR OF SUMMER AND AUXILIARY PROGRAMS • GILL ST. BERNARD'S SCHOOL • OCTOBER 2013 – JUNE 2017

Create, schedule and lead all Athletic programs for 23 varsity and sub-varsity teams. Recruit, hire, train and supervise all Physical Education staff, as well as Middle and High School coaches. Coordinate and serve as the direct supervisor for the 208-acre facility use rentals and 100-plus enrichment, academic and auxiliary programs. Collaborate and communicate with all departments, faculty, staff and students. Create and organize revenue generating events.

DIRECTOR OF SOFTBALL OPERATIONS • GAMERS BASEBALL ACADEMY • SEPTEMBER 2011 – DECEMBER 2013

Create, schedule and lead the Gamers Baseball Academy Softball Division. Supervise all staff, lessons and teams related to softball. Serve as the main liaison between staff, parents and athletes. Create and organize revenue generating events.

EDUCATION

MASTER OF EDUCATION IN SPORTS MANAGEMENT • MAY 2019 • MILLERSVILLE UNIVERSITY Concentration – Athletic Management; GPA 4.0 Independent Study – Colonial State Athletic Conference

BACHELOR OF ARTS • MAY 2011 • DREW UNIVERSITY

Major – Political Science; Dual Minor – Spanish and Sociology; GPA 3.28
Independent Study – Study Abroad Program: Buenos Aires, Argentina

COACHING

Head Varsity Softball Coach – Union County College, Raritan Valley Community College and Gill St. Bernard's School.



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