

Catherine Prince
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(516) 238-9872

Permanent

3577 Kenora Place
Seaford, NY 11783

Current

316C Campus Suites Blvd.
Murray, Ky. 42071

Summary: Educated Sport Management major with insight into the college athletics industry. Able to organize, lead, and manage time efficiently.

Education

Florida State University, Tallahassee, FL; Anticipated Graduation: December 2014
Masters of Science in Sport Management
Program for Institutional Excellence Certification

Lasell College, Newton, MA; Graduated: May 2013
Bachelor of Science in Sport Management
Minor: Psychology, Law & Business
Sport Management Book Award

Experience

Murray State University

Sports Information Intern

Main contact for volleyball, cross country, rifle, M/W tennis, track & field
Created media guides for all main sports
Wrote press releases for above sports

Murray, KY.

August 2014-present

Florida State University

Sports Information Intern

Participated in daily office tasks to help sports information directors
Helped create media guides for certain sports teams
Works sporting events while correctly keeping statistics for various sports

Tallahassee, FL.

August 2013-July 2014

Lasell College

Event Management Staff/Sports Information

Prepared for sporting events by setting up the field
Taped live feed of sporting events over the internet
Input live game statistics for all men's and women's teams in a timely manner

Newton, MA.

September 2011-May 2013

Lasell College

Men's Basketball Team Manager

Recorded accurate statistics during home and away games
Established organizational skills by preparing statistics for coaches to utilize
Learned how to react to various situations by communicating

Newton, MA.

October 2010-May 2013

Newton North High School

Athletic Department Internship

Completed schedules for Fall 2013 sports
Worked with the Assistant Athletic Director and Secretary
Watched coaches meetings for beginning a season

Newton, MA.

January 2013-May 2013

Bourne Braves Baseball

Game Staff Intern

Enhanced fan participation during home games by creating scorecards
Exceeded expectations through the selling of media guides to fans

Bourne, MA.

June 2012-August 2012

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Created a family friendly environment by overseeing raffles and games for children
Lasell College **Newton, MA.**
Pre-Practicum – Athletic Director Assistant **September 2010- December 2010**
Assembled home match contracts for M/W lacrosse, softball and baseball
Developed skills to work independently
Demonstrate initiative by eliminating supervisors' needs to say what needed to be accomplished
Inishfree School of Irish Dance **Massapequa, N.Y.**
Irish Step Dance Teacher's Assistant **May 2005- September 2011**
Taught children ages 5-16 Irish Dance
Answered parents questions and concerns about their children and competitions

Computer Skills

StatJack, PrestoSports, Sidearm, StatCrew, InDesign, Photoshop, Microsoft Word, PowerPoint, Excel, Email, Database searches, Social Networking, Slideshows, Downloading photos, SPSS, OrgSync

Activities

Sport Management Association: Member 4 years, President 1 year
Class Committee: Secretary 1 year
Irish Dance: Member 18 years, Assistant 5 years, Ranked 6th in the New England Region

Community Service

ESPN Wide World of Sports: Volunteer Field Marshall
Learned conflict resolution
Relay for Life: Entertainment/Survivorship Chair- 3 years, Member- 5 years
Prepared 12 hours' worth of events
Balanced and created a budget for the events
Made slideshows with pictures and music for the event
Trick or Treat for Cans: Participated- 1 year
Received cans for neighbors and families in need
Second Step Trick or Treat: Participated- 2 years
Created a safe environment for the organization Second Step children to trick or treat within the dorm