

## **ELLEN MCEWEN**

20 Andrew Paul Way

Greensboro, NC 27410 919-225-3323 (cell)

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### **OBJECTIVE:**

I am seeking a position where I can use my administrative, management, teaching/coaching, public relations and recruiting background for the benefit and continued growth of an institution of higher education.

### **SUMMARY**

#### **Leadership Skills**

- Elevated participation in athletic and recreational programs from 12% to 34% of student body
- Took intramural level athletic program and developed it to a Division I status within three years
- Increased and maintained the academic standing of student-athletes average GPA from 2.9 to 3.1
- Developed new academic curriculum, athletic programs and department policy and procedure manuals
- Monitored NCAA, NJCAA, Conference and institutional compliance and eligibility requirements and maintained confidential record-keeping
- Academic and career advising for student-athletes and Advisor to SAAC
- Committee work resolving gender equity and diversity issues
- Efficient at event scheduling and game operations
- Created and managed new athletic facilities
- Hiring, management and proven motivational ability of 5-50 diverse staff and volunteers
- Coached various intercollegiate and community sports
- Initiated, coordinated and volunteered on numerous community service projects (i.e., Hospice, Boys' & Girls' Clubs, Alzheimer's Association, Girl Scouts, "green" organizations)
- Coordinated and directed summer sports camps for community

#### **Communication Skills**

- Extensive years of experience teaching collegiate and community Health and Physical Education curriculum
- A large amount of public relations work and public speaking with community leaders and organizations of diverse backgrounds and age levels
- Adaptable to and quick learner of new software programs
- Excellent verbal and written communication skills

#### **Marketing/Recruiting Skills**

- Annual recruitment of prospective student-athletes to enhance departmental needs and overall enrollment by 3% - 5%
- Worked on Committees solving retention problems and student-activity issues
- Helped design athletic and summer sports camp brochures to enhance visibility program in community

#### **Budget Skills**

- Devised annual budgets and financial reports
- Did various fund-raising events that supplemented department monies 3% - 10% annually
- Worked on NCAA Grant proposals

**EMPLOYMENT:**

2010 NCO Greensboro, NC  
**Customer Service Representative**  
United Guaranty Mortgage Company Greensboro, NC 27401  
**File Claim Specialist** through TRC Staffing

2005-09 Trinity (Washington) University Washington, D.C. 20017 202-884-9125  
**Associate Athletic Director/Coach**

2004-05 Bayer Crop Science Durham, NC  
**Special Data Input Project** through ADECCO Services

2002-04 UW-Fond du Lac Fond du Lac, WI 54935 920-929-3602  
**Director of Athletics/Lecturer – Department of Health & Physical Education**  
**Committee work:** \*Dean’s Committee \* Professional Development  
\*First Year Experience development \*University Parking Committee  
\*L.E.A.D. – political advocacy group for Wisconsin Colleges system

2002-02 United HealthCare Greensboro, NC  
**Medical Credentialing Specialist** through Kelly Services

1999-2001 SUNY-Potsdam Potsdam, NY 13676 315-267-2515  
**Acting SWA, Physical Education Instructor & Coach**  
**Committee work:** \*Ethnic and Gender Diversity  
\*Marketing Strategies

1986-1999 Salem College Winston-Salem, NC 27108 336-721-2600  
**Director of Athletics/Assistant Professor**  
**Committee work:** \*Admissions \*Athletic Advisory Board  
\*January Internship programs \* Honors Program

**EDUCATION:**

Master of Arts Ohio State University Columbus, Ohio Physical Education  
B. S. in Education Ashland University Ashland, Ohio Health & Physical Education

**COMMUNITY SERVICE:**

- \* Hospice – “Reaching for Rainbows” Program
- \* Alzheimer’s Walk/Run
- \* “Kids Nite Out” Program
- \* Community Self-Defense Program
- \* Class “C” Women’s Slow Pitch Softball Team
- \* Boys & Girls Town Thanksgiving Dinner
- \* “Think Pink” Breast Cancer Awareness
- \* “Plant-A-Tree” Volunteer Program
- \* Michigan Avenue “Clean-Up” Project
- \* W-S Recreational Women’s VB Team