

ELLEN MCEWEN

20 Andrew Paul Way

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OBJECTIVE:

I am seeking a position where I can use my administrative, management, teaching/coaching, public relations and recruiting experience for the benefit and continued growth of a non-profit organization.

SUMMARY

Leadership Skills

- Initiated, coordinated and volunteered on numerous community service projects (i.e., Hospice, Boys' & Girls' Clubs, Alzheimer's Association, Girl Scouts, "green" organizations)
- Efficient at event scheduling and operations
- Coordinated and directed summer sports camps for community
- Hiring, management and proven motivational ability of diverse staff and volunteers
- Elevated participation in athletic and recreational programs from 12% to 34% of student body
- Committee work resolving gender equity and diversity issues
- Took intramural level athletic program and developed it to a Division I status within three years
- 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
- Created and managed new athletic facilities
- Coached various recreational community sports teams

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
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

2002-04 UW-Fond du Lac Fond du Lac, WI 54935 920-929-3602
Director of Athletics/Lecturer – Department of Health & Physical Education

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

1986-1999 Salem College Winston-Salem, NC 27108 336-721-2600
Director of Athletics/Assistant Professor

EDUCATION:

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

COMMUNITY SERVICE:

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