

Tanya L. Stevens
1161 Barclay Terrace,
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EDUCATION

North Carolina State University, Raleigh, NC May 2015
Bachelor of Science in Sport Management
Minor: History

SPORT MANAGEMENT/EVENT PLANNING EXPERIENCE

Rock'N'Roll Marathon Raleigh, Team V, and The V Foundation, Raleigh, N.C.
Volunteer Coordinator February – April 2015

- Coordinated volunteers
- Provided day-of assistance
- Assigned volunteers to desired event-day shifts in volunteer database

Pack Play 180 at Charles R. Bugg Elementary School, Raleigh, N.C.
Program Director September 2014 – April 2015

- Developed a lesson plan for a seven week program teaching cooperative games for elementary school age participants
- Coordinated volunteers
- Served and continues to serve as mentor to these elementary school age participants

Winston Lake Golf Course, Winston-Salem, N.C.
Intern May – July 2014

- Archived renovation project during the Summer 2014
- Served as program Coordinator for the Earnest Morris Junior Golf Academy
- Led any groups of school-aged customers in lessons when the Head Professional and Assistant-Professional were wrapped up in other course business
- Shadowed the Head Professional learning how he deals with course issues on a daily basis
- Delivered food to paying customers along the course

The 2014 U.S. Open Championships, Pinehurst, N.C.
RF Coordination Committee Member June 2014

- Ensured that domestic and foreign broadcasters, operations, and public safety wireless equipment operated properly at the U.S. Open event
- Tested hundreds of different types of wireless equipment and interfaced with broadcasters

Weekly Volunteer at Charles R. Bugg Elementary School, Raleigh, N.C.
Volunteer October 2013 - April 2014

- Assisted with creating lesson plans for teaching golf to Kindergarten through Second-Grade students in conjunction with students of NC State's PGA Golf Management program
- Provided and continues to provide day-of assistance for the after school golf program

College Bound Day at Charles R. Bugg Elementary School, Raleigh, N.C.
Program Director April 2013

- Served as student assistant to the professor establishing the event
- Prepared event schedule
- Assisted with fund raising
- Coordinated design of event t-shirt
- Provided day-of assistance and direction to the other leaders and college student volunteers

Fall Sports Day at Charles R. Bugg Elementary School, Raleigh, N.C.

Student Volunteer

October 2012

- Served as activity mentor for youth
- Created a lesson plan for teaching golf; administered basic golf lessons

WORK EXPERIENCE

Marbles Kids Museum, Raleigh, N.C.

Learning Lab Assistant

September 2014 – May 2015

- Set up and break down of Learning Labs
- Assisted and continues to assist with each Lab
- Maintained inventory of supplies for the Labs reporting any needed repairs, purchases, or cleaning needs to the Learning Lab “Funstigator”
- Provided office assistance of the Learning Lab Funstigator

Golf Galaxy, Winston-Salem, N.C.

Cashier

May – August 2013

- Provided prompt service
- Learned inventory skills

**Wake Forest University, School of Medicine Northwest Area Health Education Center,
Winston-Salem, N.C.**

Administrative associate/Summer Intern

May – August 2012

- Learned corporate event planning
- Developed collaborative skills in creating presentations, organizing storage areas, and preparing materials for classes within an office/team environment

LEADERSHIP ROLES AND ACCOMPLISHMENTS

- **Vice-President** and charter-member, of The Sport Management Club at North Carolina State University student organization
- **President** and charter-member, of Women Rising to the Top as One (“WRT1”) Management student organization
- **Planning Committee**, for Women in PGA Golf Management annual conference
- **Student Representative**, Department of Parks, Recreation, and Tourism Management Department
Head selection committee

SKILLS

Microsoft Office, Basic Photoshop techniques, and Social Networking skills

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References:

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