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# Timothy R Fair

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## Education

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| **Wayne State University, Detroit, Michigan** | September 2014 – December 2015 |
| Masters of Education Sports Administration, Sports Administration |  |

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| **Oakland University, Rochester, MI** | September 2010 - April 2014 |
| Bachelors of Health Science, Exercise Science |  |

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| **Macomb Community College, Warren, MI** | August 2008 - August 2010 |
| Health Science**Roseville High School, Roseville, MI**  |  September 2004 – May 2008 |
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## Professional Experience

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| **Assistant Director of Athletic Facilities & Game Operations** September 2015 - Present**University of Detroit Mercy, Detroit, MI*** Assist in the daily maintenance and upkeep of all athletic facilities
* Ensure that all assigned athletic facilities are properly set up in time for each event: a) Marking fields/painting lines, b) Setting up game equipment/seating, c) Properly setting up locker rooms
* Assist in the preparation and breakdown of athletic events in Calihan Hall and other athletic facilities
* Provide support and game-day coverage including but not limited to: a) Pre-game set up b) Event management, c) Post-game breakdown
* Grounds keeping and field/arena maintenance for athletic facilities
* Provide support and coverage for other athletic/special events
* Oversee management of student worker staff of 10-15
* Liaison between the Athletic Dept. and Campus Public Safety, Housekeeping subcontractor, and numerous vendors
* Assist in Food & Beverage operations in setup, sales support, etc.
* Aid in the coordination of all athletic facility scheduling
* Communicate with the coaches and staff for 19 varsity sports
* Other duties as assigned
* Assist in the management of the Athletic Dept.’s vehicle fleet
* Other duties as assigned

**Athletic Facility and Game Operations Intern** January 2015 - September 2015**University of Detroit Mercy, Detroit, MI***Event Staff Member and Intern** Assisting the facility management team with day-to-day and game day operations
* Controlling the Crowds in the Stands
* Making sure fans find their proper seats
* Setting up equipment and supplies for home sporting events and practices
* Maintaining the university’s athletic facilities
* Creating a safe and enjoyable environment for fans
* Ensuring home events run smoothly in coordination with head facility manager and his assistant
* Working with other event staff workers/volunteers
* Assisting spectators with questions and general customer service
* Assisting equipment staff with maintenance and preparation of athlete’s uniforms and other necessary equipment
* Grounds keeping and upgrading athletic facilities

**Public Relations and Social Media Intern** February 2015 – May 2015**National Roller Hockey League (NRHL), Suburban Detroit, MI***Public Relations and Social Media Intern** Taking pictures and videos of in-game and post-game content
* Communicating with teams, coaching staffs, and other NRHL staff
* Providing live in-game tweeting (communication) with players of the week
* Working with the head of Public Relations & Social Media to provide ample coverage and content to fans
* Providing overall game coverage and helping with other game operations needed
* Interacting with players and interviewing them to obtain videos, and other media for the website and other social media sites

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| **Oakland University Strength and Conditioning Intern Oakland University, Rochester Hills, MI** |  May 2013 - December 2013 |
| *Student Intern* |  |

* Assisting the strength and conditioning staff
* Aiding the athletes in completing their individual exercise programs
* Creating a safe, clean, and fun environment for the athletes to come and workout in.
* Cleaning and maintenance duties
* Preparing hydration and nutrition supplies for athletes
* Setting up additional exercise equipment fall into my list of responsibilities
* Overseeing everyday operations
* Assisting individuals with workouts under the supervision of the strength and conditioning team
* Ensuring optimal peak performance of the athletes
* Creating training programs
* Critiquing training techniques

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| **Chippewa Valley High School Sports Medicine Clinton Township, MI** |  November 2011 –November 2012 |
| *Student Athletic Training Intern* |  |

* Assisting the Athletic Trainer with daily duties
* Partaking in care of the athletes
* Preparing hydration and nutrition supplies for athletes
* Physically partaking in rehabilitation of athletes
* Taking care of and preventing injuries
* Overseeing game day activities
* Working with hockey, football, basketball (men's and women's), wrestling, soccer, track, softball, swimming, and baseball teams
* Cleaning and maintaining the training rooms and equipment

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| **Roseville High School Varsity Baseball****Roseville, MI** | October 2008 - June 2010 |
| *Assistant Varsity Baseball Coach* |  |

* Evaluating talent and skills of players
* Assisting with game day responsibilities
* Implementing drills and techniques to promote success
* Overseeing the infielders during games and practice
* Promoting player health and safety
* Working with athletes on proper hitting, pitching, and fielding techniques
* Preparing and maintaining the field before and after games/practices

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| **Roseville High School Club Roller Hockey****Roseville, MI** | October 2008 - May 2010 |
| *Head Coach* |  |

* Evaluating talent and skills of the athletes
* Implementing drills and techniques
* Critiquing of skills
* Overseeing bench Duties
* Recruiting talent
* Overseeing practices and games

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| **Customer Service/Retail Experience****Total Hockey, Troy, MI** | November 2013 - Present |
| *Sales Associate* |  |

* Assist customers with searching for, fitting, and purchasing hockey equipment, accessories, and clothing
* Handling money and working a point of sales system
* Communicating with other workers as well as other stores in different geographic locations to obtain items for customers and ensure customer satisfaction
* Answering Customer Calls
* Stocking Merchandise and store items
* Interacting with customers and brand sales representatives
* Obtaining knowledge of new products
* Maintaining customer’s equipment
* Sharpening of ice skates

 **AAA, Shelby Township, MI** Summer 5/11 – July 2015 |  |
| *Summer Member Service Representative* |  |

* Taking membership and insurance payments
* Training the new members of summer intern staff
* Stocking Tour books and Maps for the branch
* Greeting customers as they entered the office
* Assisting them with any problems or questions they might have had
* Entering customers into a queueing system for orderly service
* Assisting co-workers with any tasks or things they needed to have done

 **Save a Lot Food Stores, Roseville, MI** October 2008 - May 2013 |  |
| *Meat Room Assistant & Stock Clerk* |  |

* Assisting in duties carried out by the butcher
* Organizing & implementing meat room cleaning and sanitizing schedule and techniques
* Stocking store shelves
* Assisting in ordering and receiving of store products
* Cleaning & maintaining the store
* Training newer employees to handle store and meat room duties
* Organizing the stock
* Assisting with customer questions
* Working with loss prevention

## Skills

Certified in CPR (American Red Cross) & First Aid

Proficient in Microsoft Word, Excel, and PowerPoint

Problem Solving Skills
Cash Handling Experience
POS System Experience
Proficient in Multiple Operating Systems
Experience in Sports

Sales Experience

Sports Facility Grounds Keeping and Maintenance Experience

Sporting Event Operations

Spectator Customer Service

Sports Event Management Organization

Sports Facility Event Set up & Breakdown

Sports Equipment Maintenance