Austin P. State

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EDUCATION

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| **Austin Peay State University**  *Bachelor of Business Administration*   * Major: Management * Minor: Military Science and Leadership | **Clarksville, TN**  *Expected: May 2022* |

RELATED EXPERIENCE

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| **Music City Grand Prix**  *Operations Intern* | Nashville, TN  *June- - August 2021* |

* Coordinated with vendors about event logistics, including safety procedures, to mitigate potential barriers or concerns before event date
* Managed deliveries of resources, such as barricades and other key items, to event zones
* Planned and led orientation for security staff to ensure preparedness for event
* Collaborated with fellow interns to efficiently organize and assign pre-event tasks

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| **Austin Peay State University, University Recreation**  *Facility Operations Intern* | **Clarksville, TN**  *August – December 2020* |

* Processed reservation requests and determined necessary accommodations for groups
* Inventoried facility supplies and equipment and identified popular items to purchase more frequently
* Analyzed facility usage data to determine high traffic times and recommended additional staff at touch points such as front entry and equipment checkout to maintain efficiency
* Assisted student staff with daily front desk operations, and provided recommendations for efficiency, consistency, and adherence to department policies and procedures

ADDITIONAL EXPERIENCE

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| **Foy Recreation Center**  *Lifeguard* | **Clarksville, TN**  *August 2018 - Present* |

* Monitor and enforce pool rules and policies to ensure safety of staff and patrons
* Perform opening, mid-day, and closing procedures of facility
* Control emergency situations by executing emergency plan of action and limit risk

LEADERSHIP & COMMUNITY INVOLVEMENT

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| **United States Army R.O.T.C.**  *Cadet* | **Clarksville, TN**  *August 2018-Present* |

* Organize and lead daily physical training at platoon level (16-40 cadets)
* Develop critical thinking and problem solving skills during field training exercises at Fort Campbell, KY to increase performance in individual tasks
* Participate in extensive leadership training to achieve goal of commissioning as 2nd Lieutenant upon graduation