

Kari Leigh Osborne

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Work of Experience

Texas A&M University-Commerce

Commerce, TX

Assistant Director of Intramural and Club Sports, *November 2011-Present*

- Direct a comprehensive intramural program that serves a student body of 12,000 with eight major league sports and 45 individual/dual events annually
- Develop and monitor an annual intramural and club sports budget of \$75,000
- Hire, train, supervise, and manage payroll for 50 intramural officials and eight intramural supervisors
- Coordinate comprehensive training program for intramural officials in basketball, flag football, futsal, soccer, softball, and volleyball
- Train over 30 employees annually in American Red Cross CPR/First Aid/AED and facilitate risk management training for intramural employees
- Coordinate budgets, travel, equipment, officer training, and risk management for club sports teams
- Collaborate with Facility Coordinator to schedule indoor and outdoor facilities for intramural and club sport use

Washington University in St. Louis

St. Louis, MO

Assistant Director of Intramural Sports, *September 2009-November 2011*

- Scheduled and coordinated 25 intramural leagues, tournaments, and special events per semester for over 5,000 participants annually
- Hired, supervised, and managed payroll for six office assistants, 12 intramural supervisors, and 96 intramural officials
- Facilitated intramural officials training and workshops for basketball, flag football, soccer, softball, ultimate, and volleyball
- Served as webmaster for IMLeagues online registration system
- Conducted and evaluated intramural participant satisfaction surveys regarding intramural events
- Led two student development workshops per semester for student employees and club sport officers on topics such as resume development, transferable skills, interview preparation, team building, and leadership
- Assisted with advisement of 34 club sport organizations with over 660 members through coordination of travel, fundraising, and budget approval

Kannapolis Intimidators

Kannapolis, NC

Intern, Class A Affiliate of the Chicago White Sox, *May 2009-September 2009*

- Completed stadium preparation for game day activities for a stadium that seats 5,000 people
- Maintained inventory database for merchandise store and submitted merchandise and promotional item purchase orders
- Assisted Director of Group Sales with 100-150 sales calls per week
- Produced sponsorship packages for 30 promotional events and executed in-game promotions for 50 games
- Composed PA script for pre-game activities, in-game promotions, and post-game events
- Assisted with organizing special events hosted at Fieldcrest Cannon Stadium such as high school baseball tournaments, food and beer festivals, and outside group rentals
- Resolved incidents and complaints of stadium patrons

Western Illinois University

Macomb, IL

Graduate Assistant, Campus Recreation-Intramurals, *January 2008-May 2009*

- Planned over 50 intramural leagues, tournaments, and special events that serves a student body of 15,000
- Directly supervised 35 Intramural officials
- Resolved all participant issues regarding intramural officiating
- Led intramural officiating training clinics and field workshops for all Intramural sports
- Directed promotions for all intramural events and collaborated with graphic designers to create marketing materials
- Created and produced the IM Gamer, Western Illinois University's official bi-monthly intramural publication
- Served on planning committees for the State of Illinois Flag Football Tournament and Big Pink Volleyball

Kingsport Mets

Kingsport, TN

Intern, Rookie League Affiliate of the New York Mets, *May 2008-August 2008*

- Programmed and organized group parties and children's events for 34 home games
- Completed stadium preparation for all home games that serves over 30,000 patrons annually
- Directed in-game promotions and supervised six game day staff
- Composed scripts for PA and radio personnel about in-game promotions and upcoming events
- Created, edited, and distributed promotional flyers for display at local businesses and sponsors
- Operated game day ticket and merchandise sales booths
- Compiled statistics and roster information for coaches and scouts

The University of Virginia's College at Wise

Wise, VA

Intramural Supervisor, *August 2005-May 2007*

- Supervised and officiated all intramural sponsored events for a student body of 1,700
- Ensured safety of all intramural sport participants and spectators through excellent on-site supervision
- Responded to all emergency situations that occurred at intramural events
- Created and distributed marketing materials for intramural events
- Enforced the policies and procedures of the UVa-Wise Intramural Office
- Executed daily administrative and site preparation tasks
- Assisted Director and Assistant Director of Intramural Sports with event scheduling

Education

Western Illinois University

Macomb, IL

Master of Science, *Sport Management*

August 2007-December 2009

The University of Virginia's College at Wise

Wise, VA

Bachelor of Arts, *History*

August 2002-May 2007

Computer Skills

- Microsoft Word, Microsoft Excel, Microsoft Publisher, Microsoft PowerPoint
- Adobe Acrobat Professional
- EZFacility, RecTrac, IM Track, IMLeagues

Certifications

American Red Cross Instructor

- CPR/AED
- First Aid

Professional Membership

National Intramural-Recreational Sports Association

- Professional member since 2009

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