

Karlie Doyle

Drexel University Graduate Student

Address 4 Briartwist Lane, Howell, NJ, 07731

LinkedIn Karlie-Doyle

Phone (732) 593-9587

E-mail doylekarlie1@gmail.com

Emerging professional offering experience in college athletics, coaching, and sport business. Skilled at leading and motivating team members to ensure organization goals are met. Kutztown University 2020 Graduate. Current student at Drexel University's Kline School of Law.

Experience

2020-08 - Current Head Cheerleading Coach & Athletic Administrator

Howell American Youth Football & Cheerleading, Howell, NJ

- Directed ambitious practice sessions to boost athletic abilities and teamwork.
- Held special events to promote camaraderie among teammates, families and community members.
- Prepared cheerleaders for games and competitions with rigorous practice schedule.
- Paid specific attention to each individual team member to deliver constructive criticism balanced with praise.
- Developed original content for blog posts and website articles.
- Wrote and distributed press releases for company and clients.
- Managed agendas and calendars, boosting productivity and improving organizational initiatives.
- Developed revisions for systems and procedures by evaluating operational practices and identifying improvement opportunities.

2021-07 - Current Head Junior Varsity Cheerleading Advisor

Manalapan High School- FRHSD, Manalapan, NJ

- Managed team of 15 athletes, overseeing members, training, and professional growth of student athletes
- Increased player strength, agility and game skills through successful practices.
- Supervised academic progress of student-athletes and scheduled tutoring services for those with declining grades.
- Evaluated individual knowledge, skills and strengths and assigned team positions to maximize talent areas.
- Encouraged everyone to cultivate strong work ethic by demonstrating diligence, patience and respect for others.

2021-04 - Current Barista

Rook Coffee Roasters, Colts Neck, NJ

- Maintained supply levels in counter and customer areas to meet typical demands.
- Recommended products based on solid understanding of individual customer needs and preferences.
- Set and achieved goals for professional development and advancement.
- Maintained regular and consistent attendance and punctuality.
- Pleasantly interacted with customers during hectic periods to promote fun, positive environment.

2020-09 - Current Substitute Teacher

Freehold Regional High School District, Englishtown, NJ

- Implemented outlined grading and assessment techniques to document growth, development and knowledge advancements during teacher absence.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Upheld classroom routines to support student environments and maintain consistent schedules.

0001-01 - 2020-05 Event Management & Athletic Administration Intern

Moravian College Athletics, Bethlehem, PA

- Plan and manage events associated with athletics and community.
- Responsible for working with athletic administration in creating, planning and implementing programming to relate student-athletes for success in college and beyond.
- Assist with special athletic department events as well as programming of SAAC.
- Established open and professional relationships with team members which facilitated communication, quickly resolving issues and conflicts.

2018-09 - 2020-05 **Assistant Group Supervisor**

Tiny Thinkers Academy, Blandon, PA

- Communicated with owners, board members and support team concerning personnel matters.
- Communicated with children in developmentally appropriate way.
- Provided positive reinforcement for good behavior and gently disciplined when appropriate.
- Maintained effective schedule balance between rest periods, active play and instruction.
- Prepared group activities to enhance socialization, communication, and problem-solving skills for children.

2014-09 - 2019-07 **Barista**

IPlay America Llc, Freehold, NJ

- Listened to, understood and clarified guest concerns and issues.
- Prepared for large parties and reservations, anticipating planning and staffing needs.
- Addressed guest concerns and resolved all issues to guests' satisfaction.
- Engaged in friendly conversation with guests to build rapport and facilitate repeat business.
- Recommended products based on solid understanding of individual customer needs and preferences.

2018-09 - 2021-03 **Social Media Manager**

Kutztown University Cheerleading, Kutztown, PA

- Drafted and managed print, online and social media communications designed to promote company brand, image and values.
- Created effective messaging using language, graphics and marketing collateral.
- Increased fan engagement through social media.
- Improved page content, keyword relevancy, and branding to achieve search engine optimization goals.

Education

2021-06 - 2022 **Masters of Legal Studies: NCAA Compliance & Sport Law**

Drexel University - Philadelphia, PA

- Continuing education in Legal Studies with a concentration in NCAA compliance and sport law.
- Relevant Coursework Completed: NCAA Governance's DI, DII, DIII & Enterprise Risk Management

2016-08 - 2020-05 **B.S: Sport Management**

Kutztown University Of Pennsylvania - Kutztown, PA

- 4 Year Member of The Kutztown University Cheerleading Team
- Member of The Student Athlete Advisory Committee
- Minored in Coaching & Athletic Administration
- Received Burke/Perkins Endowed Scholarship
- Dean's List Spring 2020
- Coursework in Intercollegiate Athletics, Sport Law, Sport Business & Athletic Administration

2012-09 - 2016-06 **GED**

Howell High School - Farmingdale, NJ

- Professional development completed in peer leadership.

Skills

Organizational Leadership	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Excellent</div>
Risk analysis and management	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Excellent</div>
Business Administration	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Very Good</div>
Microsoft Office	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Very Good</div>
Leadership development	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Excellent</div>
Event Management	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Excellent</div>
Budget Management	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Very Good</div>
Staff Management	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Excellent</div>
Coaching	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Excellent</div>
Leadership	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Excellent</div>
NCAA rules understanding	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Excellent</div>

Interests

- Intercollegiate Athletics
- Sport Management
- Sport Law
- NCAA Compliance
- Player Development
- Social Media
- Administration