

Alex Tuttle

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Education

Bachelor of Science, Sport and Recreation Management

Anticipated Graduation: December 2024

The University of Iowa, Iowa City, Iowa

- GPA: 3.92
- President's List
- Dean's List

Spring 2023
Fall 2021, Spring 2022, Fall 2022, Spring 2023, Fall 2023, Spring 2024

Campus Recreation Experience

The University of Iowa Recreational Services, Iowa City, Iowa

Hustling Hawkeyes Youth Camp Supervisor

June 2024-Present

- Supervise a staff of five instructors and 50 participants to ensure smooth camp operations
- Utilize Connect2 to file Supervisor Reports, Accident Reports, Incident Reports, and Poor Behavior Reports to provide important camp and participant information to professional staff
- Resolve behavior conflicts between participants by listening and communicating to address problems
- Track drop off and pick up times on paper to monitor participant attendance each day
- Provide care to participants with the use of a first aid kit when injuries occur

Recreational Services Intern

January 2024-May 2024

- Produced up to eight weekly quizzes on an Official's Development course site for 55 officials across basketball, futsal, soccer, and volleyball to test and develop knowledge and skills
- Filmed Intramural basketball and soccer games on an iPad weekly to capture video for officials to review
- Presented rules information and training stations to 40 basketball officials and six softball umpires to prepare staff for upcoming season and tournament
- Developed officials in weekly basketball meetings by breaking down video content and quiz answers
- Completed an activity report online document for the weekend softball tournament to summarize scheduling, staffing, equipment, facilities used, problems, and suggestions for improvement
- Attended three monthly meetings with the Director of Recreational Services to learn about budgeting, strategic goals, facilities, and more in the department
- Volunteered at the Speedo Sectionals Swim Meet at the Campus Recreation and Wellness Center to assist with athlete and coach check-in
- Performed miscellaneous tasks which included creation of time tracking sheets, laundry, tracking team default submissions, and updating contact lists for golf league

Intramural Sports Official

January 2022-May 2024

- Officiated flag football, volleyball, basketball, soccer, and softball to provide a safe and fair experience
- Conducted captain's meetings before games to communicate rules and expectations
- Resolved conflicts between players to maintain proper sportsmanship
- Evaluated up to four officials during trainings and games in basketball and volleyball to provide feedback for improvement
- Operated scoreboards in basketball and softball to accurately track game scores

Internship Experience

The University of Iowa Athletics Hall of Fame, Iowa City, Iowa

Trademark Licensing & Hall of Fame Intern

January 2023-Present

- Approve approximately 50 digital mockups of products and apparel weekly to ensure proper use of the University of Iowa brand and logos

- Communicate with up to 500 different University of Iowa licensees via phone and email to retain their partnership with the University
- Lead weekly meetings on Zoom in two different months to share information on licensing and the Hall of Fame building with 12-15 staff members
- Provide customer service to guests visiting the Hall of Fame to give directions and answer questions
- Review royalty reports quarterly to track revenue coming to the University from licensees
- Issue invoices via email to licensees for payments on royalties, application fees, and renewal fees
- Handle checks for royalty reports and application fees from licensees and delivered them to supervisor
- Responsible for opening and closing the Hall of Fame building by unlocking and locking doors and turning lights on and off
- Supervise events in the Hall of Fame building by communicating with guests, answering their questions, and cleaning tables and chairs after the event
- Achieved 1,188 impressions with 11 different Instagram posts showcasing officially licensed University of Iowa products and apparel

Related Work Experiences

The University of Iowa Athletics, Iowa City, Iowa

Athletic Facilities Maintenance Student Employee

August 2022-December 2022

- Prepared Kinnick Stadium field for seven home games by rolling out fans and benches to the sidelines
- Operated department vehicles to deliver maintenance tools to Kinnick Stadium, Jacobson Athletic Building, Iowa Soccer Complex, and the Hoak Family Golf Complex
- Aided professional staff to help complete tasks at all University of Iowa athletic facilities
- Checked lights, water fountains, and bathrooms inside Kinnick Stadium and Carver-Hawkeye Arena to ensure everything operated correctly before gamedays
- Organized work desks and storage closets once a month to throw out trash and move maintenance equipment to the correct locations

Cadence Sports, Kickoff to Kinnick 5K, Iowa City, Iowa

Start and Finish Venue Production Worker

September 23/24, 2022

- Assembled and installed the start line timing arch with five coworkers
- Aligned fences on the Kinnick Stadium field to guide runners from the northwest tunnel to the finish line
- Distributed packets to runners the day before the race to prepare them with necessary equipment
- Arranged medals into boxes for distribution to the runners after completing the race

TBK Bank Sports Complex, Bettendorf, Iowa

Front Desk Receptionist

May 2022-August 2022

- Monitored members as they checked in to the facility to ensure their membership was active
- Observed 20 camera angles inside and outside the complex to monitor activities of guests and ensure policies and procedures were being followed
- Answered the front desk phone to answer questions about the facility, memberships and reservations
- Handled transactions for day passes at the front desk by exchanging cash or tracking card payments
- Prepared six baseball and softball turf fields for tournaments by setting up bases, pitcher's mounds, and outfield fences

Volunteer Experiences

John Deere Classic, TPC Deere Run, Silvis, Illinois

Gallery Management Volunteer

July 2023

- Managed gallery noise by holding quiet signs while golfers played their shots
- Controlled crosswalks to allow golfers and caddies to cross from driving range to practice green
- Operated boundary ropes to allow golfers to play shots and move around the hole freely

George Kittle Youth Football Camp, Kinnick Stadium, Iowa City, Iowa

May 2023

Camper Check-In Volunteer

- Greeted and checked in 500 campers by scanning their registration forms with a mobile app
- Directed campers and spectators to reach the field and seating areas

Iowa High School State Volleyball Championships, Xtream Arena, Coralville, Iowa

November 2022

Event Management/Game Day Operations Assistant

- Monitored student sections for two different State Volleyball Tournament games to maintain good sportsmanship and manage behavior
- Directed fans to sit in the appropriate sections of the arena based on school affiliation

NIRSA Involvement

- NIRSA, Leaders in Collegiate Recreation, Member February 2024-Present
- NIRSA National Conference, Phoenix, Arizona, Attendee and Volunteer 2024
- NIRSA Region V University of Nebraska-Lincoln Basketball Tournament, Official 2024
- NIRSA Region IV University of Missouri-Columbia Basketball Tournament, Official 2023

Awards and Certifications

- University of Iowa Intramural Sports Official of the Year 2023-2024
- CPR/AED/First Aid Certified May 2024-Present
- IHSAA and IGHS AU Certified Basketball Official November 2022-Present

Compliances

- Credit Card Security Training May 2024
- Minors On Campus May 2024
- UIOWA Security Awareness Training January 2024
- Hand Safety November 2022
- Harassment Prevention February 2022
- Free Speech Training February 2022
- Recreational Services Orientation January 2022