

Riley Bates

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Education

Miami University, 8/2024 - Expected graduation 5/2028
Highland Park High School, High School Degree 5/2024

GPA: 3.86

School Involvement

Robotics Club Communication Director and Treasurer

04/2018 - 08/2023

FIRST Robotics club team, It's Gonna Blow

Highland Park, IL

- Organized fundraising, and event planning with sponsors and organizations to spread STEM knowledge throughout the community
- Created and maintained club budget, including management of money, fundraising, and spending to stay within financial means
- Designed marketing material catered to a variety of audiences to bring in sponsors, fundraising opportunities, and STEM interest
- Performed secretarial duties including taking daily notes, club records, correspondences, and scheduled club meetings consultations and training from outside experts to keep the team informed and organized

Community Leadership Team Secretary

08/2024 - Present

Porter Hall Miami University

Oxford, OH

- Make posters for advertising hall activities with specific locations, dates, and target audiences to raise dorm participation
- Manage attendance and sent out emails of next events, meetings, and jobs to be completed to keep tasks and planning on schedule
- Plan and create a wide variety of engaging events for a large group to encourage relationship-building and bonding

Goggin Game Day/Ice Crew & Skating Coach

09/2024 - Present

Miami University

Oxford, OH

- Plan and conduct structured lessons that balance technique, practice, and fun, ensuring continuous progress and skill mastery
- Adapt teaching techniques for various learning styles and skill levels to prioritize engagement along with skill progress
- Manage time-sensitive tasks such as quick ice repairs and equipment adjustments during game intermissions

Work Experience

Hockey, Figure Skating, and Gymnastics Coach

04/2019 - 8/2024

Park District of Highland Park

Highland Park IL

- Taught and guided large groups of athletes ranging in ages 3-13 through warmups and lessons with a variety of skill levels
- Evaluated technique and progress to deliver constructive feedback
- Designed individual programs to support athletic advancement and preparation for competitive events
- Monitors safety of training, individual exercises, and equipment usage to avoid sports injuries and damage to facilities

Nanny

05/2018 - Present

Self-Employed

Highland Park, IL

- Lead hands-on curricular activities to encourage development intellectually physically, emotionally, and socially
- Transport children to schools, social outings, extracurricular activities, and medical appointments
- Instruct and assist children in eating, toileting, and resting to help develop good hygiene and nutritional habits
- Supervise and care for multiple children at once, from ages 1 to 10
- Enforce rules to teach good manners, and healthy habits and maintain a safe environment

Skills

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|--|-------------------------|--|
| • Photo editing & graphic design proficiency | • Content creation | • How to Sell Your Ideas Certification |
| • Team leadership | • Relationship Building | • Nationally Competing Synchronized Skater |
| • Event planning, and coordination | • Time management | • 2023 True Giant Award |

Action verb → context → result