**Tyler J. Harrig**

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**EDUCATION:**

 State University of New York College at Cortland (SUNY Cortland) (May 2020)

 Bachelor of Science – Sport Management Minor – Economics

 Concentration – Event and Facility Management

**RELATED EXPERIENCE:**

*Assistant Director of Operations*: Southern Illinois Miners, Marion, IL (Apr. 2021 – Pres.)

Work alongside the Director of Operations to:

* Ensure stadium cleanliness and appropriate set up/tear down for Miners' baseball games,

Canadian Wild softball games, & other events hosted at the stadium, including use of the banquet hall.

* Assist in the hiring process and supervision of gameday staff and cleaning crew.
* Oversee Operations interns to meet day-to-day and seasonal goals.
* Keep an up-to-date inventory of stadium supplies & food/beverage, including the purchasing as needed.
* Work as the line of communication between the Clubhouse Manager to have proper field

set up for practices, batting practice, and clubhouse maintenance needs.

Independent responsibilities include:

* Maintain stadium's turf field through the acts of brushing & adding material in high traffic spots.
* Work as the line of communication between the Promotion and Production departments

to ensure their needs and goals can be met.

*Athletic Facilities Intern*: Syracuse University Athletics, Syracuse, NY (Jan. 2020 – Mar. 2020)

* Assistant in the operations and maintenance of SU athletic facilities
* Including scheduling of rental groups and supervising SU athletic contests

*Box Office Representative*: Syracuse Mets Baseball Club, Syracuse, NY (2019 Season)

* Greet and assist fans at ticketing window
* Help with the selection of game-day seats, ticket returns or renewals, and exchanging vouchers
* Operated through online ticketing system (ProVenue)

*‘Cuse Crew Member*: Syracuse University Athletics, Syracuse, NY (Sept. 2019 – Jan. 2020)

* Member of game day operations staff for Syracuse athletics events
* Responsibilities range from parking, security, on-field promotions, assisting in

‘Cuse on the Quad’ activities, along with necessary set up and tear down

*Event Manager:* SUNY Cortland Athletic Department, Cortland, NY (Jan. 2018 – Nov. 2019)

* Coordinate and work with home/visiting team’s staff for game day needs.
* Managing/training event staff (10-15 members).
* Supervise operations including ticket sales, general security, crowd management, scoreboard,

on-field staff responsibilities, national anthem and halftime performances.

* Accommodating game officials before and during game(s).
* Appropriate set up and tear down of facility

**EMPLOYMENT:**

*Summer Worker:* East Syracuse Central School District, Syracuse, NY (Jun. 2016 – Mar. 2021)

* Member of lawn crew and maintaining district grounds (starting 2018)
* Assist custodial staff with preparation for upcoming school year
* Custodial night sub, cleaned and prepared building for next school day (starting fall 2020)

**CERTIFICATIONS:**

 Microsoft Word 2013

 Microsoft Excel 2013

**Skills & Abilities:**

Social Media, Excellent Organization, Highly Motivated, Leadership, Microsoft Office, Public Speaking, Time Management

*References Available Upon Request*