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Christopher J. Kent

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OBJECTIVE: Assistant Sports Information Director / (Intern)

SUMMARY of QUALIFICATIONS: A dynamic team-player who works well with staff and students...Has a good knowledge of statistics and protocol for college athletics...Produces quality work that is accurate and meets deadlines regularly...Has a passion for archival work...Recipient of media placements through the use of proactive methods

COMPUTER / SOFTWARE SKILLS: MS Word, Excel, Internet Explorer, Outlook Express, Adobe PageMaker, Photoshop, STAT CREW (soccer, field hockey, baseball, lacrosse), Acrobat Reader/Distiller, PDF files

EXPERIENCE

Athletic Media Relations Assistant / Niagara UniversityNiagara Falls, N.Y. / 2006

- Wrote press releases previewing and summarizing athletic contests / Updated game programs with current data
- Updated athletic web site with photos and text via site management tool of *American Eagle* internet company

Sports Information Assistant / Virginia Military InstituteLexington, Va. / 2004-2005

- Managed media relations as primary contact for men's and women's track and field and men's lacrosse teams
- Edited and produced media guides for track and field and baseball teams / Coordinated team photo shoots
- Updated athletic web site via an on-line content tool provided by *College Sporting News* to include uploading of rosters and schedules as well as posting of press releases, announcements, feature stories, and statistics
- Publicist for **Big South Conference** Outdoor Track and Field Championships / Produced program insert
- Researched student-athletes' backgrounds to write hometown feature releases for track and field and lacrosse
- Assisted with game management by operating scoreboards and placing media calls at home athletic events
- Wrote game releases and announcements / Inputted stats with stat crew for soccer, baseball, lacrosse, and track

Sports Information Assistant / SUNY College at Oneonta.....Oneonta, N.Y. / 2001-2002

- Prepared game programs and produced team recruiting brochures for lacrosse, wrestling, basketball, and tennis
- Digitally edited and formatted all team head shots / Recorded game statistics and processed automated updates

Sports Information Graduate Intern / The College of Saint Rose.....Albany, N.Y. / 1998-2000

- Wrote program notes, news releases, and staff bios / Prepared editorial copy for various department publications

Sports Editor/Free Lance Sportswriter-*Finger Lakes Community Newspapers*.....Ithaca, N.Y. / 1995-1998

- Interviewed sources to write features and profiles / Assembled sports pages with stories, captions, and photos

OTHER EXPERIENCE

Front End Coordinator / Dick's Sporting GoodsIthaca, N.Y. / 2007 - 2008

- Loss Prevention Associate** / Supervise all front end operations involving cashiers and company policies
- Operated a multi-line phone for public address duties, to communicate with staff, and provide customer service

Temporary Data Entry Assistant - Communication/Marketing Services, Cornell University.....Ithaca, N.Y. / 2003

Undergraduate Internship - Sports Information, St. John Fisher College.....Rochester, N.Y. / 1995

EDUCATION: *Master of Arts, Public Communications* - The College of Saint Rose - Albany, N.Y. - December 2000

Bachelor of Arts, Communications/Journalism - St. John Fisher College - Rochester, N.Y. - Sept. 1995

HONORS: *GRADUATE HONORS AWARD:* Saint Rose - April 2001 / *EAGLE SCOUT* - Boy Scouts of America, November 1991

MEMBERSHIPS/PROFESSIONAL DEVELOPMENT: ECAC-SIDA member (2008-'09) / **Workshops attended:** 7

ECAC-SIDA (2008-'04, '01, 1998) / 2 CoSIDA (2005, '02). Member of **Ithaca-area Toastmasters**, a local club of a public speaking organization. Officer for club as **Sergeant at Arms** and **Webmaster**.

REFERENCES and WORK SAMPLES AVAILABLE ON REQUEST