**ELYSE F. CORRIDONI**

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**Education**

**Tiffin University, Tiffin, OH**

Bachelors of Business Administration (Seated) May 3, 2014

Sports and Recreation Management Concentration in Administration and Marketing Cumulative GPA: 3.78

**Tiffin University, Tiffin, OH**  April 30, 2016

Masters of Business Administration (Online): Sports Management Cumulative GPA: 3.83

**Work Experience**

**Smart Circle International: CLE Solutions Inc.**

**Executive Assistant** August 2015-present

* Post job advertisements to different job sites for various offices throughout the country
* Gather resumes and cold-call applicants to schedule interviews
* Train Executive Assistants in other offices throughout the country
* Submit background paperwork for new employees and file paperwork
* Order marketing materials on a weekly basis
* Submit weekly payroll
* Answer phone calls of people inquiring about the company

**Smart Circle International: Bridge Valley Branding**

**Marketing Representative** May 2015-August 2015

* Business to business marketing
* Travelled to different cities and present given products
* Maintained a positive attitude while walking around talking to 200 people for 6-8 hours

**Advertise Tribune, Tiffin, OH: Sports Writer** September 2014-May 2015

* Composed high school and college recaps and agates for sporting events for fifteen (15) high schools and two (2) colleges
* Interviewed as many as eight (8) high school football coaches and wrote short previews for the weekend’s upcoming games
* Travelled to sporting events, discussed the game/match with coaches, and wrote corresponding stories
* Prepared previews about high school’s sports teams for the newspaper’s winter and spring sports tablets

**Tiffin University Residence Life: Housing Operations Coordinator** January 2013-January 2015

* Placed 2013 incoming freshmen and transfers, all fall 2014 on-campus students and incoming students for the 2014-2015 year
* Assembled a detailed training manual for both student workers as well as future Directors of Housing Operations
* Composed a proposal to initiate “themed” housing on-campus
* Organized August check-ins for incoming and returning students
* Corresponded with undergraduate admissions, maintenance, financial aid and business office regarding student housing
* Cooperated with athletic coaches in regards to camps, current and potential athletes, room conflicts and early returns/late stays
* Conducted interviews alongside the Director of Housing Operations to hire student workers and implement TU Cleaning Crew
* Supervised a student worker, scheduling a plan for him/her to follow day by day
* Provided assistance to students and parents who contacted the university with questions
* Created and mailed placement letters to students as well as mass-mailings with additional housing requirements and information
* Sent e-mails to resident assistants to inform and encourage them to fill-out and return missing information
* Inventoried keys and kept organized files of off-campus as well as residential students’ housing paperwork

**Tiffin University Athletics: Swimming and Diving Team, Intern** Fall 2013

* Recorded split times for swimmers in practice and meets, then translated into a spreadsheet
* Researched and reserved hotels for athletes to stay when going to away meets
* Welcomed recruits who have visited, explained the program and e-mailed prospective swimmers
* Arranged and facilitated equipment in preparation for home meets

**Tiffin University Residence Life: Resident Assistant (RA**) Fall 2011-May 2014

* Provided assistance to students experiencing emotional, academic, physical, and/or interpersonal difficulties
* Enforced campus regulations in a developmentally appropriate manner
* Abided by FERPA
* Created programs that encouraged community building and academic learning
* Assisted with Freshmen Orientation and other all-campus activities

**Tiffin University Undergraduate Admissions: Ambassador** Fall 2011-May 2014

* Answered phones and provide answers to students and parents inquiring about the university
* Put together mass-mailings for incoming students
* Kept office organized and filed student paperwork

**Achievements**

* Tiffin University Residence Life: Staff Member of the Year (2013-2014)
* Tiffin University Residence Life: Programmer of the Year (2013-2014)
* Tiffin University Residence Life: Outstanding Service (2012-2013)
* Delta Mu Delta: International Honor Society in Business
* Tiffin University Trustee Scholarship
* Tiffin University Performing Arts Scholarship

**Extra-Curricular**

**International Business Fraternity: Delta Mu Delta** Fall 2012-May 2014

*Secretary* Fall 2013-May 2014

* Gathered prospective membership information
* Input new members’ information into database to be sent to national headquarters
* Delegated first annual whiffle ball tournament: handled gathering equipment, acquiring students, and set-up and tear-down

**Tiffin Residence Council (TRC)** Fall 2013-May 2014

*Public Relations*

* Produced advertisements of TRC events through flyers, Facebook page, and e-mails
* Helped plan and executed events such as Condom Bingo, Lil Sibs Weekend, and Battle of the Neighborhoods
* Executed club’s social media pages and provided updates for students to view

**Sports Management Club** Fall 2010-May 2014

*Vice President* Fall 2013-May 2014

* Worked with athletic department’s office manager and Game-day Committee to plan Pre-Game Tailgates for fall sport events
* Designated first annual powder-puff (fall) game: acquiring equipment, players and venue
* Contributed to other club events such as ticket sales, corn-hole tournament and Final Four Shootout
* Attended monthly meetings

*Club Officer for Business Operations*  Fall 2012-Spring 2013

* Established club website
* Contributed in the organization of the first annual Final Four Shootout Basketball Tournament
* Supervised an underclassman who ran the club’s annual corn-hole tournament, assisting when needed

**National Honorary Band Fraternity: Kappa Kappa Psi** Spring 2011-May 2014

* Helped plan and run events through committees: decorating, promotions and food
* Served the band: band camp activities, clean and put away equipment, set-up and tear-down at performances
* Participated in the initiation ceremonies for three years

*Corresponding Secretary* Fall 2012-May 2014

* Strengthened relationships with chapters throughout the states of Ohio, Michigan and Indiana
* Encouraged members of the chapter to visit other chapters in the district and attend their degrees
* Distributed national newsletter, Arpeggio, to members of the chapter for them to read and learn from

**Fall: Color Guard for Tiffin University Marching Band; Spring: Winter Guard**  Fall 2010-May 2014

* Attended practices, learning three (3) routines in one week
* Performed at games, parade, and pep rallies

**Skills**

**Technological**

* Microsoft Office: Word, Excel, PowerPoint, Publisher and Access
* Social media savvy

**Languages**

* Sign-language

**General**

* Leadership
* Good verbal communication
* Work well individually or in a team setting
* Strong work ethic
* Dedicated
* Organized
* Reliable

**References**

Zach Baker

Sports Editor

Advertiser-Tribune

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