DASEAN M. DYKES

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Experienced Business Professional with very strong leadership and relationship-building skills. Extremely business savvy and adaptable. Qualified for any position that most business/sports- related companies have to offer…

OBJECTIVES

To obtain a management position with a dynamic corporation where my energy and skills will develop, motivate, lead, and encourage employee productivity.

To achieve a management position with an organization where my skills and experience will improve operations, increase profitability, and enhance growth.

EXPERIENCE

Business Office Administrative Assistant/Front Desk Associate, Midtown Health, Fairfield, OH 12/14-09/15

* Handle incoming calls
* Provide directions
* Handle court activities including lights, reservations, and fees
* Promote, register, and collect all fees for leagues, tournaments, clinics, and lessons
* Schedule group fitness classes, and all special events
* Actively sell pro shop merchandise
* Sell and keep supplies stocked with all snack and beverage items
* Handle rental of racquets, towels, lockers, and match equipment

Business Office Supervisor, Midtown Health, Fairfield, OH 09/15-Present

* Develop goals and objectives which will assist in the growth and prosperity of the company
* Design and implement business plans and strategies to promote the attainment of goals
* Ensure that the company has the adequate and suitable resources to complete its activities (e.g. people, material, equipment, etc.)
* Supervise the work of employees and provide feedback and counsel to improve efficiency and effectiveness
* Maintain relationships with partners, vendors, and suppliers
* Gather, analyze, interpret external and internal data, and conjure up membership and financial reports
* Assess overall company performance against objectives
* Ensure adherence to legal rules and guidelines

Mentee – Clifford Brown Performance 02/18-Present

* Assist Mentor in successfully scouting and acquiring new clients and sustaining current clientele
* Read and review budget sheets, accounts payables, and accounts receivables
* Determine daily meeting schedule
* Maintain accurate paperwork for contact with mentor/other officials in Clifford Brown Performance
* Attend Peer Mentor meetings
* Initiate and maintain contact weekly with mentor

EDUCATION

2006-2010 Winton Woods High School, Forest Park, OH

2011-2014 Bachelor of Business Administration (B.B.A), BSM in Sports Management, *Tiffin University*, Tiffin, OH

2016-2018 Masters of Business Administration, Sports Administration, *Tiffin University*, Tiffin, OH. Anticipated completion: Spring 2018

AWARDS AND ACTIVITIES

Cleveland Indians Ticket Sales

Cleveland Cavaliers Business Trip

Ohio State University Business Convention

Tiffin University Business Club

* Business Summits
* Annual Career Fairs

Tiffin University Sports Management Club

* Annual “3 on 3” Basketball Tournament
* Whiffle Ball Tournament
* Columbus Blue Jackets Business Trip

Dean’s List 2011-2014

SKILLS

Exceptional listener and communicator who effectively conveys verbal and written information

Highly analytical thinking with demonstrated talent for identifying, scrutinizing, improving, and streamlining complex work processes

Flexibility/Adaptability/Managing Multiple Priorities - flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects

Teamwork- resourceful team player who excels at building trusting relationships with customers and colleagues

Planning/Organizing- results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation

REFERENCES

**Dr. Bonnie Tiell, D.S.M.**
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419-448-3261

Chair, Master of Business Administration
Dean of Graduate Studies
Associate Professor of Management
NCAA Faculty Athletic Representative

B.S., Troy University – Physical Education N-12
M.A., University of North Carolina at Chapel Hill – Sports Administration
D.S.M., United States Sports Academy – Sports Management and Human Resource Management

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