

Kelly D. McGinley

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EDUCATION

Indiana University, Bloomington, Indiana, May 2010
Master of Science
Major: Recreation Administration

Indiana University, Bloomington, Indiana, May 2008
Bachelor of Science
Major: Recreation, Concentration in Tourism Management

PROFESSIONAL INTERESTS

Bloomington Parks and Recreation, Bloomington, IN, August 2007 – Present
Community Events Supervisor

- Lead and plan events under the supervision of Program/Facility Coordinator
- Create posters, flyers and other marketing materials to be distributed to the local community in an effort to promote events
- Contact local businesses to organize partnerships for events

Hilton Garden Inn, Bloomington, IN, June 2008 – September 2008
Guest Services Representative

- Enhanced guest experience through polite conversations.
- Organized concessions and provided maintenance and upkeep of lobby area by sweeping, mopping, dusting and refilling concessions in an effort to make guests' stay more enjoyable.
- Delivered amenities to guests' rooms.
- Was responsible for \$500 cash drawer, while assessing and recording sales at the conclusion of each workday.

Courtyard by Marriott, Bloomington, IN, September 2006 – June 2008
Guest Services Representative

- Prepared over-the-phone reservations while answering potential guests' questions and concerns about their stay.
- Provided information as the initial contact for guests desiring to know about the Bloomington community or Indiana University.
- Managed up to 165 different confidential guest files on a day to day basis

PROFESSIONAL COMPETENCIES

Bloomington Parks and Recreation, Bloomington, IN, June 2007 – August 2007
Intern

- Conducted evaluations and polite conversations with participants during events.
- Gained an understanding of simple sound equipment set-up for concerts and theatre in the parks.
- Organized and displayed sound equipment, decorations and flagging on day of events.
- Obtained basic knowledge of event planning and implementation.

VOLUNTEER EXPERIENCE

Relay for Life, Bloomington, IN, April 2006 – Present
Team Captain

- Organize teams of at least five people to raise money for cancer research, promote Relay for Life and participate in activities on the day of the event
- Raise over \$2,000 for cancer research through emails, word-of-mouth and meetings
- Attend captain's meetings as spokesperson for teammates and learn ways to raise money and promote Relay for Life

Graduate Recreation Society, Bloomington, IN, May 2009 – Present
Vice President

- Assist the president with organizing social events for Health, Physical Education, and Recreation graduate students to network with each other, faculty and staff.
- Raise money through fundraisers involving students, faculty and the Bloomington community for student scholarships.
- Increase overall student development by encouraging fellow peers to participate in social functions and become involved with fundraisers and charities.