

Kelly D. McGinley

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EDUCATION

Indiana University, Bloomington, Indiana, May 2010 (Anticipated)

Master of Science

Major: Recreation Administration

GPA: 3.7/4.0

Dean's List: Fall 2008 – present

Indiana University, Bloomington, Indiana, May 2008

Bachelor of Science

Major: Recreation, Concentration in Tourism Management

GPA: 3.4/4.0

Dean's List: Fall 2006 – Spring 2008

SCHOLARSHIPS/HONORS

Indiana University Foundation Scholar

H. Fieber Scholarship, 2007-2008

Mattie B. Lacy Scholarship, 2006-2007

Lavelle Fortenberry Scholarship, 2006-2007

EXPERIENCE

Bloomington Parks and Recreation, Bloomington, IN, August 2007 – Present

Community Events Supervisor

- Employed by a National Gold Medal Award Winner, 2007
- Manage up to 15 volunteers at a time and organize events, including Festival of Falls, Hoosier Hustle and Drool in the Pool
- Organize promotions, create posters, flyers and other marketing materials to be distributed in the local community
- Maintain professional relationships with local businesses to organize partnerships and sponsorships

Hilton Garden Inn, Bloomington, IN, June 2008 – September 2008

Guest Services Representative

- Enhanced guest experience through high quality customer service
- Organized concessions and provided maintenance and upkeep of lobby area by sweeping, mopping, dusting and refilling concessions
- Delivered amenities to guests' rooms
- Was responsible for counting cash drawer, including assessing and recording sales at the conclusion of each workday

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

Intern

- Conducted evaluations and created a welcoming atmosphere for participants during events
- Gained an understanding of simple sound equipment set-up for concerts and theatre with approximately 100-1000 in attendance
- Organized and displayed sound equipment, decorations and flagging on day of events
- Obtained extensive knowledge of event planning and implementation

Courtyard by Marriott, Bloomington, IN, September 2006 – June 2008

Guest Services Representative

- Scheduled reservations while answering potential guests' questions and concerns regarding the hotel
- 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 daily

VOLUNTEER EXPERIENCE

Bloomington Area Birth Services, Bloomington, IN, January 2007 – May 2007

Event Planner

- Planned an art auction to raise money for Bloomington Area Birth Services
- Created and distributed flyers promoting Bloomington Area Birth Services around campus and local community
- Contacted local businesses to create partnerships and sponsorships

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, verbal requests and meetings

PROFESSIONAL MEMBERSHIPS

Colorado Recreation and Park Association, October 2009 – Present

Student Member

Utah Recreation and Park Association, September 2009 – Present

Student Member

National Recreation and Park Association, August 2009 – Present

Student Member

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

Vice President

- Assist the President with organizing social and networking events for Health, Physical Education, and Recreation graduate students, faculty and staff
- Organize and conduct fundraisers involving students, faculty and the Bloomington community for student scholarships
- Increase overall student development by encouraging peers to participate in social functions and become involved with fundraisers and charities

CERTIFICATIONS

First Aid, May 2009 – Present

CPR/AED-ADULT and CPR-CHILD and INFANT, May 2009 – Present