

PROFESSIONAL PROFILE

FOR

[ANTOINETTE S. MOYER](#), PhD

(812) 855.2113 - Office

Synopsis

Seeking a responsible position offering an opportunity to work with people utilizing my diverse background in event planning/project (program) management and customer/client services while building purposeful relationships.

Education

Walden University, Minneapolis, Minnesota

Doctor of Philosophy in Public Policy and Administration

with an emphasis in Nonprofit Management and Leadership – Graduated: May 2022

Dissertation Research: *Factors Influencing Burnout Among African American Clergy*

Chair: Dr. Gregory Campbell and Committee Member: Dr. Mark Gordon

Master of Philosophy in Public Policy and Administration

with an emphasis in Nonprofit Management and Leadership - Graduated: May 2022

North Carolina State University, Raleigh, North Carolina

Masters of Parks, Recreation & Tourism Management

with an emphasis in Sport Management - Graduated: December 2005

Bachelor of Science Degree in Parks, Recreation & Tourism Management

with a concentration in Sport Management

Minor: Business Management- Graduated: December 2002

Summary of Skills

Special Projects/Event Planning

- * Plan and conduct advertising seminars and trade shows, gaining new accounts.
- * Create promotion material and direct mail campaigns after conducting research and competitive studies.
- * Aid in project budgeting, sales and analysis as well as creating marketing strategies.

Customer Relationship Management

- *Initiate strategies and thorough plans for targeted goals and objectives to improve output to the customer; handle registrations, coordinate itineraries and vendor management, facilitate and manage contract requirements deliverables.
- *Deal effectively with a diverse array of clientele in fast-paced and demanding situations; environments include entertainment, catering services, athletic/sports marketing events, fundraising and volunteer community services.

Business Management/Administration

- *Accept full responsibility for individual/team performance while fostering a productive workflow; Tournament Promotions Intern for United States Fencing Association, (Olympic Committee) Colorado Springs, CO.
- *Provide back-up for critical functions, an active listener who finds creative ways and/or effective resolutions.
- *Excellent project management skills developed through exposure to and interaction with a wide range of personalities, different cultures and various age groups.

Technology/Technical

- * Competent budgetary/accounting skills utilizing knowledge of QuickBooks software.
- * Proficient with Microsoft products: WORD, ACCESS, WORKS, EXCEL, OUTLOOK, POWERPOINT, PUBLISHER, and Microsoft Spreadsheet; Premier POS Web Design software, Adobe PageMaker, Adobe Table, ArcGIS 9, Windows XP, Word Perfect, and Event Master.
- * Execution of plans for customized applications from the technical viewpoint to the easiest and smoothest flow for negotiations, designed publications and all printed material.

Leadership and Teaching Experience

South Carolina Recreation and Parks Association Programming Summit, Myrtle Beach, SC 2014

Summit Session Speaker

Topic: Value-Size It! Effective Internal Customer Service Methods When Managing Part-Time Employees and Volunteers

South Carolina and North Carolina Recreation and Parks Association, Charleston, SC 2011

Conference Session Speaker

Topic: Value-Size It! Effective Internal Customer Service Methods When Managing Part-Time Employees and Volunteers

North Carolina State University, Raleigh, NC 2003-2004

Teaching Assistantship (PRT 238 Inclusive Recreation with Mrs. Joyce Shields)

Professional Affiliations

Membership: -National Recreation & Park Association (Present)

Certified Visitor for NRPA Accreditation of Park and Recreation Agencies (Active)

Certified Park and Recreation Professional (Active)

-Certified Youth Sports Administrator (Active)

- North Carolina Recreation & Park Association (Present)

-Alamance Regional Hospital-Healthy Alamance Board (2009-2010)

Awards: -Frank C. Goldie Network Possibilities Scholarship through the National Postmaster Convention (August 2017)

-Athletic Graduate Assistantship Scholarship (2004-2006)

-Outstanding Undergraduate Student & African-American Academic Achievement Award (2002)

-Derek Williams Academic Scholarship (2001-2002)

-Rho Phi Lambda – Honorary Professional Recreation, Park, & Leisure Service Fraternity (2001)

-Hoffman Academic Scholarship (2000-2001)

Work Experience

Eppley Institute for Parks and Public Lands, Indiana University - Bloomington, IN

Research Associate - Program Manager, (Project Manager)

August 2022 to Present

- * Responsible for the management of the interpretation and playground maintenance technician training programs including development, production, scheduling, and marketing of trainings with collaboration from Eppley staff as well as stakeholders, clients, and Institute partners.
- * Assist in the creation and maintenance of partner relationships and marketing-sales opportunities for the interpretation and playground maintenance technician training programs.
- * Assist and collaborate in the development of proposals for grants, financial assistance, project agreements.
- * Responsible for lead project-based teams when assigned to assist in the areas of technical assistance (consulting) training, education, research, planning and/or policy development for park, health, recreation, and public lands management organizations (Eppley Institute partners).

Recreation Resources Services at NC State University, College of Natural Resources (PRTM) -Raleigh, NC

Regional Consultant, (Project Manager and Grant Administrator)

August 2021 to August 2022

- * Provided field administration for the NC Parks and Recreation Trust Fund and Land & Water Conservation Fund grant programs; provide up-to-date information and technical assistance to the citizens of NC regarding parks, recreation, and tourism with direct responsibility for an assigned service region in central NC.
- * Field administration included but is not limited to: grant application consultations, application review, oversight of active grant projects, grant financial closeout, and routine inspections of active projects.
- * Responsibilities included planning, organizing, implementing, and evaluating continuing education programs within the assigned region and statewide for park and recreation professionals.

Work Experience (continued)

Raleigh Parks and Recreation, Raleigh, NC

October 2010 to July 2021

Recreation Program Analyst Senior, (Facility Administration, Management & Marketing)

- * Facility manager of Walnut Creek Softball Complex (9-fields) and Buffaloe Road Athletic Park (5-fields).
- * Assist with the development of diverse demographic-based programming and events at both facilities.
- * Responsible for project schedules, potential tournaments, deadlines, budgets for adult and youth athletic programs.
- * Manage memorandum of agreements with local Historically Black University Athletic Programs.
- * Manage conflict resolution amongst essential staff (i.e., officials, facility managers)/volunteers (i.e., coaches)/patrons.
- * Prepare a variety of reports, manuals and other documents such as operating, activity and statistical reports.
- * Provide input into the development of budgets, including determining staffing and materials; develops fundraising, solicits sponsor and sponsorship packages.

Graham Recreation & Parks, Graham, NC

November 2007 to October 2010

Program Supervisor, (Project Administration and Management, Marketing, & Website Maintenance)

- * Responsible for daily maintenance of organizational website.
- * Assist with the development of diverse demographic based programming and events.
- * Responsible for project schedules, deadlines, budgets for annual special event programs.
- * Prepare a variety of reports and other documents such as operating, activity and statistical reports, promotional materials and agenda items; presents materials to interested groups.
- * Provide input into the development of budgets, including determining staffing and materials; develops fundraising campaigns and solicits sponsor and sponsorship packages.

The Event Authority, LLC (TEA), Greensboro, NC

October 2006 to November 2007

Project Manager, (Project Administration and Management) Contracted Services)

- * Consulted and collaborated with senior staff, contract administration subcontractors as well as oversee and/or liaison/point of contact person for Vendor Management.
- * Active participation in project events; assist clients with conference calls agendas and internal calls.
- * Provided hospitality and subject matter expertise for project development as representative for The Event Authority.
- * Created event run of show and daily schedule for event and placement to display an attractive ambiance.
- * Worked closely with senior staff in the management of contract administration; cost estimates, proposals, subcontractor agreements, staffing and schedules.
- * Coordinated with architects/engineers, facilitate project meetings, administer project records and all documentation while networking and handling of the projects.
- * Responsible for project schedules, deadlines, budgets, change orders, cost overrides, quality assurance of deliveries and gathering of rental agreement information.

North Carolina State University, Raleigh, NC

May 2006 to October 2006

Catering Coordinator, (Dining/Catering Department) Participated in training students and temporary staff.

- * Supervised and monitored catering and miscellaneous events for successful operation of the Catering Office.
- * Ensured all equipment needed for successful events were properly issued and packed.

North Carolina Senior Games, Raleigh, NC

May 2001 to October 2004

Sports & Marketing Coordinator, 2002 to 2004 (Full-time)- Managed Volunteer Services (900 volunteers) and established fundraising as well as in-kind solicitations. Editor of Quarterly Newsletter (Circulation over 2000).

- * Assisted with State Finals Sport Management team and maintained communication with Event Managers.
- * Coordinated and organized State Finals events and Sports Management Clinic.
- * Coordinated public relations material and designed publications/print materials.

Program Assistant, 2001 to 2002 (Part-time) – Started working with volunteer assignments and gained increasing responsibilities as skill development progressed.

- * Coordinated SilverStriders walking program for seniors.
- * Organized sports schedules, and data entries.