

# Ava Velasquez

☎ (970) 555-1846 ✉ [ava.velasquez@example.com](mailto:ava.velasquez@example.com) 🔗 [linkedin.com/example/avavelasquez](https://www.linkedin.com/example/avavelasquez) 📍 Fort Collins, CO 80524

## SUMMARY

Early career collegiate cheer and dance coach with more than three years of university program experience supporting **student athlete development**, structured practices, competition preparation, recruiting, event operations, and administrative follow through. Supervised coaching work includes skill instruction, conditioning, safe progressions, practice readiness, equipment setup, transportation coordination, and student centered communication. Experience with NAIA expectations, institutional athletics procedures, ethical supervision, **Campus Security Authority** responsibilities, and Clery Act reporting fundamentals supports sound judgment in collegiate settings. Works effectively with coaches, faculty, athletics staff, alumni, campus partners, **prospective student athletes**, and community members. Maintains a valid **driver's license** and First Aid, CPR, and AED certification. Brings organized execution, respectful collaboration, and academic awareness to each practice, event, and student interaction.

## EXPERIENCE

**Graduate Assistant, Cheer and Dance** August 2024 - Present  
University Athletics Graduate Assistantship *Fort Collins, CO*

Supports **collegiate cheer** and dance coaching, student athlete development, recruiting, event operations, compliance documentation, and campus coordination under coaching staff direction. Provides organized practice support while keeping **academic priorities**, ethical conduct, safety, and institutional procedures central to daily work.

- Supported structured skill progressions and conditioning blocks for a 28 member collegiate student athlete roster.
- Prepared **cheer mats**, seating, **scorer's tables**, and activity spaces for practices and home contests.
- Documented attendance, practice activities, travel details, and concerns using NAIA and institutional procedures.
- Supported prospective student athlete outreach and campus visits through organized recruiting records and academic conversations.
- Coordinated coaches, faculty, alumni, athletics staff, and campus partners around scheduling and event needs.
- Completed **Campus Security Authority** training and escalated qualifying information through established **Clery Act** channels.

**Student Coach and Team Operations Coordinator** September 2023 - May 2024  
University Cheer and Dance Program *Fort Collins, CO*

Delivered supervised peer coaching and coordinated team operations for university cheer and dance activities. Managed practice readiness, event records, recruiting support, transportation documentation, equipment handling, and communication among athletes, coaches, and campus event partners.

- Delivered supervised peer instruction on technique, safe progressions, timing, and performance consistency.
- Prepared practice layouts and positioned **cheer mats** while following **safe lifting** practices for 25 pound loads.
- Created checklists, attendance logs, and event run sheets that reduced last minute setup issues.
- Supported **recruiting** events by welcoming prospects and explaining academic, conduct, and participation expectations.
- Coordinated **transportation** rosters and travel documentation under staff supervision and university driver procedures.
- Connected teammates, coaches, athletics personnel, and event **staff** while escalating safety concerns appropriately.

## PROJECTS

**Campus Spirit Event Operations** 📅 May 2024

Coordinated volunteer support, event materials, activity spaces, and communication for campus spirit and community events. Created practical preparation records that helped teams complete setup, participant support, and breakdown with fewer last minute issues.

**Student Athlete Recruiting Support** 📅 April 2024

Supported prospective student athlete visits through welcoming communication, informational materials, campus coordination, and conversations connecting participation with academic priorities and responsible conduct.

## LEADERSHIP & AWARDS

- Student Leadership Recognition, Colorado State University, 2024
- Academic Achievement Award, Sport Management Program, 2023
- Peer Mentor, University Student Athlete Leadership Program, 2023 to 2024

## EDUCATION

**Bachelor's Degree in Sport Management** 2024  
Colorado State University GPA: 3.8 *Fort Collins, CO*

**Coursework:** Athletics administration, coaching principles, sport leadership, event management

CERTIFICATIONS

- Campus Security Authority and Clery Act Training 📅 2025
- First Aid, CPR, and AED, American Red Cross 📅 2026
- Valid Driver's License 📅 2026

TECHNICAL SKILLS

- **Coaching Instruction:** Cheer coaching, dance coaching, skill progressions
- **Practice Operations:** Practice planning, conditioning blocks, practice checklists
- **Competition Preparation:** Contest logistics, competition preparation, performance timing
- **Athletics Equipment:** Cheer mats, bleachers, scorer's tables
- **Recruiting Operations:** Prospective athlete outreach, campus visits, recruiting records
- **Compliance Standards:** NAIA rules, conference regulations, athletics policies
- **Campus Safety:** Campus Security Authority, Clery Act, annual reporting
- **Administrative Records:** Attendance logs, travel documentation, event run sheets
- **Transportation Procedures:** Transportation rosters, driver procedures, authorized transportation
- **Emergency Readiness:** First Aid, CPR, AED
- **Stakeholder Coordination:** Faculty communication, alumni relations, campus partnerships
- **Student Development:** Academic priorities, ethical conduct, inclusive development

SKILLS

- |                         |                       |                             |                               |
|-------------------------|-----------------------|-----------------------------|-------------------------------|
| • Cheer coaching        | • Student development | • Safe lifting              | • Transportation coordination |
| • Dance coaching        | • NAIA compliance     | • Team operations           | • Competition preparation     |
| • Recruiting support    | • Clery Act reporting | • Ethical supervision       | • Athletics administration    |
| • Practice organization | • Event setup         | • Stakeholder communication |                               |

PROFESSIONAL AFFILIATIONS

- Volunteer Coordinator, Campus Spirit and Community Events, 2022 to 2024
- University Student Athlete Leadership Program, Peer Mentor, 2023 to 2024

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST