

Aanya Singleton

📞 (614) 555-2847 ✉️ aanya.singleton@example.com 🔗 linkedin.com/example/aanyasingleton 📍 Columbus, OH 43215

SUMMARY

Women's basketball **player development** professional with two years of **Division I** experience supporting student athletes, coaches, managers, practice players, recruiting activities, camps, alumni relations, and daily program operations. Coordinates **individual workouts**, team practices, **game preparation**, schedules, staffing coverage, and time sensitive player services with dependable follow through. Builds productive relationships across coaching staffs, compliance personnel, operations teams, student workers, recruits, alumni, and campus partners. Supports on court development sessions through drill preparation, personnel organization, and follow up documentation. Applies NCAA operating expectations, including sports wagering restrictions and student worker procedures, during routine program administration. Bachelor's prepared and ready to contribute thoughtful coordination, clear communication, and steady service within a demanding collegiate basketball environment.

EXPERIENCE

Women's Basketball Player Development Coordinator July 2025 - Present
Capital City University Athletics *Columbus, OH*

- Supports a Division I **women's basketball** program through player development coordination, practice player staffing, manager supervision, recruiting logistics, camps, alumni events, compliance coordination, and **daily program administration**. Partners with coaches, operations staff, compliance personnel, student workers, and athletes to keep program activities organized and aligned with institutional expectations.
- Aligned individual workouts, **team practices**, game preparation, and player services with coaching priorities each day.
 - Resolved manager and practice player coverage conflicts before workouts, preserving reliable staffing for scheduled sessions.
 - Recruited and supervised **male practice players** through campus outreach, orientation, expectations, and consistent activity oversight.
 - Prepared drill sequences, personnel rotations, and follow up notes supporting coach led on court development sessions.
 - Coordinated recruiting visits, **basketball camps**, alumni events, facilities, schedules, and staff responsibilities before program activities.
 - Reviewed routine activities with operations and compliance personnel, including NCAA rules and **sports wagering** restrictions.

Women's Basketball Operations Assistant August 2024 - June 2025
Riverbend University Athletics *Dayton, OH*

- Supported daily operations for a **Division I women's basketball** program, coordinating practice preparation, player schedules, manager assignments, practice player communications, recruiting weekends, camps, alumni gatherings, and compliance questions. Helped coaches and student athletes receive timely information while connecting administrative details with broader program needs.
- Prepared practice plans, player schedules, travel information, and administrative materials for coaches and student athletes.
 - Matched undergraduate and graduate manager assignments with academic availability across workouts, practices, and games.
 - Maintained practice player attendance records and confirmed availability before staff finalized training plans.
 - Organized recruiting weekend itineraries, facility access, staff touchpoints, and prospect facing program materials.
 - Supported **basketball camps** and alumni gatherings through registration, setup, participant **communication**, and event documentation.
 - Applied NCAA guidance to student worker, recruiting, and athletics participation questions, routing issues to **compliance** staff.

PROJECTS

Division I Player Services Coordination 📅 2026
Created a coordinated service model for workouts, practices, game preparation, manager coverage, and practice player communication. Improved visibility across daily basketball operations while supporting timely responses for student athlete needs.

Basketball Recruiting and Events Operations 📅 2025
Organized recruiting visits, basketball camps, alumni gatherings, facility access, participant schedules, and staff assignments. Connected event details with a consistent experience for prospects, families, athletes, and program partners.

LEADERSHIP & AWARDS

- Selected as a trusted coordinator for time sensitive player development, staffing, and recruiting needs within Division I basketball operations.
- Recognized by coaching and operations staff for dependable manager scheduling, practice player supervision, and clear activity communication.
- Provided steady leadership during camps, alumni gatherings, recruiting visits, and daily program activities requiring cross functional coordination.

EDUCATION

Bachelor's Degree in Sport Management 2024
Ohio State College GPA: 3.8 *Columbus, OH*
Coursework: Sport Administration, NCAA Governance, Event Management, Organizational Communication

CERTIFICATIONS

- NCAA Eligibility Center Coaches and Staff Education 📅 2026
- American Red Cross Adult and Pediatric First Aid CPR AED 📅 2025

TECHNICAL SKILLS

- **Basketball Operations:** Individual Workouts, Team Practices, Game Preparation
- **Player Services:** Student Athlete Logistics, Player Development, Practice Player Support
- **Staff Coordination:** Manager Scheduling, Staffing Coverage, Activity Supervision
- **Recruiting Operations:** Campus Recruiting, Prospect Visits, Recruiting Itineraries
- **Event Management:** Basketball Camps, Alumni Events, Special Events
- **NCAA Governance:** NCAA Rules, Athletics Compliance, Student Worker Procedures
- **Sports Wagering:** Wagering Restrictions, NCAA Sponsored Sports, Competition Rules
- **Communication:** Coach Communication, Athlete Communication, Alumni Communication
- **On Court Development:** Drill Sequences, Personnel Rotations, Workout Follow Up
- **Program Administration:** Daily Operations, Practice Plans, Administrative Materials

SKILLS

- | | | | |
|----------------------------|----------------------|-------------------------|-----------------------------|
| • Player Development | • Player Supervision | • Basketball Camps | • Event Coordination |
| • Student Athlete Services | • Manager Scheduling | • Alumni Relations | • Program Administration |
| • Practice Preparation | • On Court Support | • NCAA Compliance | • Stakeholder Communication |
| • Game Preparation | • Campus Recruiting | • Sports Wagering Rules | |

PROFESSIONAL AFFILIATIONS

- Collegiate athletics community participant focused on women's basketball operations, student athlete services, and professional relationship building.
- Sport management network contributor connecting coaches, operations professionals, compliance staff, student workers, alumni, and campus partners.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST