


Alta Fram

Volleyball Operations Manager

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(643) 546-2467 

1234 Elm Street, Louisville, KY 
40202

Education

Bachelor of Science in Sports Management at University of Kentucky

Sep 2011 - May 2015

In the Bachelor of Science in Sports Management program, I have learned how to manage a sports team, budgeting and financial planning for a sports team, and how to effectively market a sports team.

Links

[linkedin.com/in/altafram](https://www.linkedin.com/in/altafram)

Skills

Volleyball

Operations Management

Communication Skills

Organizational Skills

Time Management Skills

Budgeting

Languages

English

Japanese

Employment History

Volleyball Operations Manager at KHSAA, KY

Jun 2022 - Present

- Led a team of 10+ in the day-to-day operations of a volleyball club with over 200 members.
- Developed and implemented new policies and procedures that increased operational efficiency by 15%.
- Trained and supervised 5 assistant managers, resulting in improved customer satisfaction scores by 20%.
- Negotiated contracts with vendors that saved the club \$10,000 annually.
- Wrote proposals that secured \$20,000 in sponsorship funding for the club's programs.

Assistant Volleyball Operations Manager at USA Volleyball, KY

Sep 2021 - Apr 2022

- Successfully recruited 15 new members to the team, resulting in a 20% increase in membership from the previous year.
- Successfully organized and executed 3 fundraising events which raised \$5,000 for new equipment and uniforms.
- Managed day-to-day operations of the volleyball program, including scheduling practices and games, ordering supplies, and maintaining budget.
- Coached junior varsity team to an 8-2 record during inaugural season.

Volleyball Operations Assistant at AVP, KY

Sep 2015 - Jul 2021

- Wrote and distributed a daily newsletter to inform staff of upcoming events, deadlines, and announcements.
- Created Excel spreadsheet to track inventory levels of volleyball equipment and apparel. This allowed the department to save \$1,000 by not over-ordering supplies.
- Assisted with set up/tear down for home matches which included setting up chairs, tables, nets, etc.
- Coordinated travel arrangements for team including hotel bookings and transportation reservations.
- Monitored budget expenditure within the volleyball program.

Certificates

Certified Volleyball Operations Manager (CVOM)

Apr 2021

Certified Volleyball Coach (CVC)

Aug 2019