**Mitchell Morris**

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Phone: (740) 538-7065

**Education**

Tiffin University Ohio Valley University

MBA – Sports Management BS in Sports Management

Expected graduation May 2022 GPA: 3.95 (summa cum laude)

Transcripts available upon request.

**Skills and Certifications**

* 5-6 years customer service experience
* Able to process and apply new skills quickly
* Time management
* Strong oral and written communication skills
* Proficient in Microsoft Suite (Word, Excel, PowerPoint)
* Lean Six Sigma Green Belt Certified

**Career Related Experience**

Sales Associate, United Bank

(July 2021-Present)

* Identify customers and understand their banking needs
* Operated the appropriate core banking systems with accuracy and efficiency
* Pride excellent customer service
* Prepared mandatory currency transaction reports
* Meet score card requirements
* Remained knowledgeable of banking services and procedures
* Order necessary supplies for both customers and United Bank

Director of Health and Wellness, Boys and Girls Club Parkersburg

(March 2020-July 2021)

* Run and plan activities to promote a healthy lifestyle for the members involved
* Gather useful information to run programs
* Foster and maintain good relationships with the community and our sponsors
* Gather and maintain information for needed grant reporting
* Keep up to date on regular building/facility maintenance and safety protocol

Teller, One Community Federal Credit Union

(May 2017-August 2019)

* Developed reports for auditors
* Presented professional services to members
* Maintained a daily balance of teller transactions
* Verified and reconciled accounts
* Identify problems and developed solutions
* Communicated with members to answer questions about accounts and policies

**Internships**

YMCA – Parkersburg, WV

(September 2018-January 2019)

* Organized sporting events
* Promoted events within the community
* Ensured the safety of all participants

WCCS Varsity Basketball – Williamstown, WV

(August 2019-February 2020)

* Performed statistical analysis throughout the season
* Interpreted raw data to provide insights for improvements
* Assisted in the organization of team practices
* Served as a chaperone for team trips
* Participated in mentorship for student athletes
* Collected and organized equipment as necessary

OVU Cross Country – Vienna WV

Coach Brian Hesson

(September 2021-December 2021)

* Complied potential recruit information
* Researched and analyzed high school meet results for potential recruiting opportunities
* Maintained a spreadsheet of the team’s meet results
* Tracked team members’ weekly mileage
* Provided assistance to the team and coach during practices and meets

Assistant to Darryl Greene NBA Player Agent – Virtual

(December 2021-February 28)

* Researched professional basketball leagues
* Compiled lists of emails for professional basketball teams
* Researched and compiled lists of potential athletes for Darryl Greene to represent
* Created and maintained excel workbooks
* Wrote and sent various emails to professional teams

**References:**

Amy Hupp

United Bank Branch Manager

amy.hupp@bankwithunited.com

304-494-1292

Brian Hesson

Noble County Probation Officer

hessonrtr@gmail.com

740-525-9305

Steven Napier

CEO One Community FCU

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304-485-4066