

ALONZO MERCADO

Football Coach

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123 Anywhere St., Any City



EDUCATION

Ginyard International Co. University

Bachelor's Degree in Business Administration
2016 - 2020

Studio Shodwe University

Business Administration on Executive Assistance
2020 - 2022

SKILLS

- Community service and campus engagement
- Fundraising events and donor/alum relations
- Monitoring student-athlete academic progress
- Preparing and managing yearly budgets
- Hiring, training, and evaluation of managers, GA's, assistant coaches, and support staff
- Knowledgeable in NCAA compliance policies
- Recruiting coordinator experience
- Extensive recruiting in Texas, Louisiana, Oklahoma, New Mexico, Arizona, Ohio
- Experience with recruiting junior college players and NCAA portal players
- Host official/unofficial visits + recruiting events
- Travel+logistics (lodging, transportation, meals)
- Participated in game plan development on offense and defense
- Preparation of opponent scouting reports
- Experience with special teams & kicking game
- Implementation of sport-specific technology
- Use of data & video in opponent & self scouts

CERTIFICATIONS

- Executive Secretary and Business Administration Certification
- Advanced Executive Assistant and Office Manager Diploma
- Executive Office Professional Certificate Program

PROFESSIONAL EXPERIENCE

Head Coach

Ingoude Company | 2018 - Present

- Manage the schedules and calendars of the CEO and other executives
- Coordinate and schedule meetings and conferences with internal and external stakeholders
- Prepare and distribute meeting agendas, minutes, and other relevant materials
- Handle confidential information and documents with discretion and maintain their proper organization

Defensive Coordinator

Wardiere Inc. | 2016 - 2018

- Managed calendars, scheduled appointments, and arranged meetings and conferences
- Prepared and distributed reports, presentations, and other materials
- Handled confidential documents and maintained their proper organization
- Coordinated travel arrangements and accommodations for executives and guests

Assistant Coach

Aldenaire & Partners | 2015 - 2016

- Assisted executive secretary in managing and coordinating schedules, meetings, and travel arrangements for senior executives
- Conducted research and prepared reports on various topics related to the company's operations and industry trends
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence

Assistant Coach

Aldenaire & Partners | 2015 - 2016

- Assisted executive secretary in managing and coordinating schedules, meetings, and travel arrangements for senior executives
- Conducted research and prepared reports on various topics related to the company's operations and industry trends
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence