

# ASHLEY MONTECCHIO VERO

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## PROFESSIONAL EXPERIENCE

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**VILLANOVA UNIVERSITY** Villanova, PA **Aug 2016—present**

***Coordinator of Intramurals & Recreation***

- Managed all aspects of the club sports program (31 teams) including facility scheduling, budgeting, apparel/equipment orders, hiring coaches and referees, organizing student-athlete trainings, travel arrangements, and risk management (medical coverage, waivers, injury reports, etc).
- Attended intramural supervisor meetings and intramural events.
- Assisted with game-day operations for men's and women's varsity basketball games.
- Commissioned the Villanova summer softball league.
- Assisted with group exercise registration and taught weekly Vinyasa yoga classes at the Davis Center for Fitness and Athletics.

**HARVARD UNIVERSITY** Cambridge, MA **Aug 2015—Aug 2016**

***Recreational Programs & Club Sports Coordinator***

- Managed finances for 65 club sports teams (the most in the nation) including fund requests, donation reports, deposits, term billing, and allocation of annual grants.
- Handled scheduling for all intramural events, coordinated weekly meetings with supervisors, and managed equipment inventory.
- Managed fitness center staff of over 60 student workers across three facilities, trained all new hires, and handled weekly payroll.
- Handled facility reservations and rental contracts for external groups on the squash and tennis courts.
- Started as an intern and was promoted after 3 months.

**SPORT CHANGES LIFE** Belfast, UK **Aug 2014—Aug 2015**

***Victory Scholar & Sports Mentor***

- Helped develop the structure of 3-month sport programs focused on connecting with at-risk youth through the medium of sport.
- Participated in charitable sport programs as a "Victory Scholar" and helped young people throughout Belfast learn valuable life skills such as how to use computer programs and build a resume.
- Coached boy's basketball at Monkstown Community School and the Andersontown Tigers U8 youth team.

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## EDUCATION

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**ULSTER UNIVERSITY** Belfast, Northern Ireland (UK) **2015**

***Master of Science in Sports Management***

"Inspire" Scholarship Recipient, Full-Colours Award recipient, Intervarsity Tournament All-Star selection, Ulster Elks Women's basketball team captain.

**ROSEMONT COLLEGE** Rosemont, PA **2009--2013**

***Bachelor of Arts in the Humanities***

RSAAC President 2011-2013, Student Government 2010-2012, Outstanding Female Athlete of the Year 2013, Women's Basketball: CSAC Player of the Year, DIII National Scoring Leader, All-American honorable mention, Mid-Atlantic Region 2<sup>nd</sup> team (2012-13).

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## ADDITIONAL SKILLS, CERTIFICATIONS, & AWARDS

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- Rosemont College Recent Alumni Achievement Award Recipient (2016)
- Aston Township Sports Hall of Fame Recipient (2014)
- Delaware County Sports Hall of Fame Recipient (2020)
- Member of NIRSA since 2016
- Proficient in Concur, Microsoft Office (Word, Excel, PowerPoint, Publisher), Adobe Creative Suite (Acrobat, Photoshop).
- Certified Vinyasa yoga instructor (since 2014)