

Teena Joos
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Objective

Assistant Softball Coach

Summary of qualifications

Participated in competitive sports for over 16 years. Represented the US on an international tours team. Coached at the NCAA Division II level as well as Junior College level. Coached fast-pitch pitching lessons. Completed an internship in Sports Administration. Proven ability to be a creative and energetic individual who enjoys working as part of a team. Goal orientated with excellent communication and leadership skills.

Education

East Central University (2011) Ada, OK

Masters in Education/Sports Administration

Oklahoma Panhandle State University (2008) Goodwell, OK

Bachelors in Biology

Minor in Physical Science

Professional experience

04/11-Present Kansas Express Inc. European Tours

Director of Player Personnel/Coach

- Responsible for recruiting and inviting players to represent the US
- Assists in planning and preparing entire trip overseas
- Will be responsible for all coaching duties during tournaments

08/09-Present Clarendon College Clarendon, TX

Assistant Softball Coach

- NFCA member
- Assists head coach in all aspects of the softball program
- Assists head coach with all recruiting responsibilities
- Responsible for purchase orders, travel requests, hotel reservations
- Works directly with pitchers as well as all other position players
- Responsible for creating daily pitching practices
- 2010-2011 Academic Team of the Year
- Two NJCAA Academic All Americans
- Softball member received top honor graduate 2009-2010

08/09-Present Clarendon College Clarendon, TX

Head Cheerleading Coach

- Responsible for all aspects of the cheerleading program
- Responsible for all recruiting
- Implemented the first competitive program in school history
- Prepared, organized and presented necessary budget/start up costs

08/09-Present Clarendon College Clarendon, TX

Dorm Director of Regents Hall

- Oversees co-ed dormitory on campus
- Enforces school dormitory rules and regulations

08/08-05/09 Oklahoma Panhandle State University Goodwell, OK

Assistant Softball Coach

- Passed NCAA recruiting test
- Assisted with all recruiting duties
- Contacted recruits, set up campus visits, gave campus tours
- Oversaw pitching staff, as well as prepared and organized pitching workouts
- Assisted head coach in planning daily practices, ran outfield practice
- Prepared field before practice and games
- Completed NCAA weekly practice logs
- Responsible for confirming hotel reservations and charter buses
- Assisted head coach in all other softball related duties

08/08-12/08 Oklahoma Panhandle State University Goodwell, OK

Grounds Crew member

- Maintained campus grounds

06/08-08/08 Hifn Los Gatos, CA

Administrative Support

- Responsible for creating customer files
- In charge of completing all customer files including purchase orders, change order forms, return merchandise forms, invoices, supporting emails, order acknowledgements, and software agreements
- Organized filing cabinets containing thousands of documents in alpha and numeric order
- Retrieved customer file information from an excel bookings report spread sheet
- Created excel reports for missing files and documents

08/06-05/08 Oklahoma Panhandle State University Goodwell, OK

Technical service employee

- Accountable for inputting periodical data into library database using Acquisitions software
- Received, organized and accurately entered hundreds of documents a day
- Tracked, recorded and inputted statistics on an excel spreadsheet
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**Volunteer
experience**

Coached fast-pitch pitching lessons for 10-12 years olds. Organized and set up events for Oklahoma Panhandle State University rodeo, as well as catered school staff events. Volunteered to assist physical therapist, which resulted in completing 50 hours. Assisted the athletic trainer on campus for hands on experience.

References:

John Green
Clarendon College Athletic Director/NJCAA Men's Director/WJCAC
Commissioner
Email: john.green@clarendoncollege.edu
Phone: 806-433-8946

Candra Crittenden
Clarendon College Head Softball Coach/Student Activities
Email: candra.crittenden@clarendoncollege.edu
Phone: 940-577-1683

Brad Horky
Owner of Kansas Express Inc. European Tours, former Head Coach at
Pittsburg State University
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