

# Julie M. Peterson

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## Education

**Master of Sports Administration, Eastern New Mexico University**  
**Bachelor of Physical Education, Eastern New Mexico University**  
Graduate GPA 3.6; Undergraduate GPA 3.3

## Work Experience

March 2005–Present

**Interim Director of Intramurals and Recreation**  
**Eastern New Mexico University, Portales, NM**

Hire, train, evaluate and supervise intramural student workers; assist with develop, implement and manage intramural budget; manage payroll reports for intramural student workers; plan, organize, schedule and evaluate all intramural sports; develop and oversee intramural sports; plan and develop recreational activities; officiate intramural sports including basketball, volleyball, softball, flag football, soccer, etc.; develop and implement marketing plan for campus recreation program; schedule facility use for intramurals and athletic teams; create promotional materials (flyers, handbills, posters) for publicity purposes

Jan. 2003–Feb. 2005

**Intramurals and Recreational Sports Graduate Assistant**  
**Eastern New Mexico University, Portales, NM**

Assist with hiring, training, and supervising intramural student workers; evaluate student workers on a monthly basis; assist with developing, implementing and managing intramural budget; manage payroll reports for intramural student workers; assist with planning, organizing, scheduling and evaluating all intramural sports; assist with development and oversight of intramural sports; assist with planning and developing recreational activities; officiate intramural sports including basketball, volleyball, softball, flag football, soccer, etc.; assist with development and implementation of marketing plan for campus recreation program; assist with scheduling facility use for intramurals and athletic teams; assist with creating promotional materials for publicity purposes

2004–Present

**Health and Physical Education Instructor**  
**Eastern New Mexico University, Portales, NM**

Instruct 300 level Officiating of Sport class; formulate and implement class lesson plans and assignments for class size of 25 students; prepare course syllabus and class lectures; meet with students to discuss their progress and improvements.

2003–2004

**Health and Physical Education Teacher Assistant**  
**Eastern New Mexico University, Portales, NM**

Assist with HPE 142 class (30+ students); assist instructor with class lectures and class format; meet with students to discuss progress and improvements needed

2002–2003

**Intramural Sports Official**  
**Eastern New Mexico University, Portales NM**

Officiate intramural sports, including basketball, volleyball, flag football, soccer, etc.; keep time and score for individual sports

Summer 2002

**Assistant Personal Trainer**  
**Downtown Health Club, Gallup, NM**

Assist trainer in creating workouts for clients; conduct one-on-one training with clients; assist with planning nutritional diets for clients; supervise gym for proper operation of equipment for injury prevention; perform marketing functions to increase sales and improve client enrollment; assist with new client orientation; perform regular maintenance checks on gym equipment

2001–2002

**Nutritional Resource Assistant**  
**Eastern New Mexico University, Portales, NM**

Assist instructor with presentations; test individual body composition and compiled statistics; perform clerical duties including answering phone, making copies and working with computers

Summer 2001

**Sports and Games Director/Intern**  
**Easterseals Camp Fairlee Manor, Chestertown, MD**

Coordinate and supervise programs intended for special needs individuals, for both children and adults; design sports and games for intended audiences; work with individuals to improve personal self-esteem; ensure proper use of all sports equipment; maintain filing system

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## Job Skills

### General

Manager; motivator; team builder

### Computer

Diet Analysis Plus program, Microsoft Word, Excel, Outlook, Publisher, PowerPoint, Macromedia Dreamweaver, Adobe Photoshop

### Languages

English, Navajo

## Honors

- Who's Who Among Students in American University & Colleges, 2002, 2005
- Manchester Who's Who Among Executive and Professional Women "Honors Edition," 2005–2006
- The Chancellors List, 2004–2005

## Presentations

- Developed Nutrition (Fitness & Nutrition in the Workplace and Home), Downtown Health Club, Presented in August 2002 in Flagstaff, Arizona

## Certifications and Professional Development

- CPR/First Aid Certification
- Franklin Covey, Seven Habits of Highly Effective People
- Adobe Acrobat Overview workshop

## Extracurricular Activities

- Kappa Delta Chi Sorority, 2000–2001  
Social chair, organized social and community events