

# KATELYN R. TALBOTT

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## EDUCATION

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- University of Illinois at Urbana-Champaign** May 2016  
*Master of Science* in Sport Management GPA:4.00/4.00  
*Professional Paper:* Analysis of Environmentally Sustainable Efforts in the Big Ten and Pac-12 Athletic Departments
- University of Illinois at Urbana-Champaign** August 2013  
*Bachelor of Science* in Recreation, Sport and Tourism Management GPA:3.94/4.00  
*Graduation Honors:* Bronze Tablet, Highest Honors, Dean's List, and James Scholar
- [Illinois Leadership Certificate](#) May 2013

## WORK EXPERIENCE

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- Regional Office of Education, #35** Ottawa, IL  
*La Salle County, High School Substitute Teacher* January 2014-March 2014, August 2016-Present
- Use appropriate judgement to act in the best interest of students at all times
  - Adapt to each individual classroom to ensure daily objectives were met in a suitable fashion
  - Follow classroom policies and procedures in maintaining classroom standards in midst of disruption to daily class routines
  - Respect the confidentiality of student and school personnel information
- Designs & Signs by Anderson** Ottawa, IL  
*Receptionist* August 2016
- Operated multiple computer programs, answered phones, greeted customers, and managed email correspondences at the front office of the largest of three locations
  - Promoted the many facets of the business when interacting with first-time customers in addition to repeat customers
  - Prioritized tasks by means of urgency to ensure prompt response, fulfillment of customer orders, and resolution of issues
  - Created and organized database of current customers to allow for a well-organized effort for ongoing follow-up sales
- University of Illinois, Division of Intercollegiate Athletics, Big Ten Conference** Urbana-Champaign, IL  
*Academic Counselor, Graduate Assistant* July 2014-June 2016
- Served as the academic counselor for the Women's Softball team
  - Advised in the creation of class schedules, collaborated with campus advisors, while monitoring continuing eligibility as well as NCAA and Big Ten standards
  - Monitored weekly grade reports, study table hours, and assignments to ensure all completed in a resourceful manner
  - Created and sent weekly travel letters using GradesFirst to keep professors informed of the travel roster
  - Advocated and was a liaison for student athletes with different entities on campus and helped the student athlete make an informed/educated decision with different issues
  - Organized and led recruitment meetings and academic tours for all prospective softball student athletes
  - Created academic success plans with student athletes who needed additional assistance
  - Built relationships with student athletes who needed extra support to be successful in academia
  - Coordinated the delivery of academic support for assigned at-risk students, implemented a schedule of meetings with learning specialists, content tutors, and academic coaches
  - Met weekly with at-risk student athletes creating task lists, monitoring academic progress while discussing time management, study skills, note-taking and academic goals
- Life Skills, Graduate Assistant*
- Conducted various career and personal development workshops to assist in cultivating career-ready student athletes
  - Kept accurate attendance records for all Varsity student athlete workshops, leadership academy sessions, and speaker series programming
  - Worked with professor to assist in leading Student Success Seminar, a summer and fall transition course to acquaint incoming freshman athletes to college living and expectations
  - Coordinated student athlete participation in Hometown Heroes, a community service program to foster community involvement and appreciation
  - Contacted local schools to facilitate the distribution of over 500 Hometown Heroes tickets for three revenue sports

**University of Illinois, Division of Intercollegiate Athletics**, Big Ten Conference  
*State Farm Center/Assembly Hall Event Staff Services*

Urbana-Champaign, IL  
September 2012-January 2014

- Provided the safest environment for attendees to enjoy events at State Farm Center/Assembly Hall
- Escorted attendees to their seats in an efficient manner
- Followed all procedures and safety policies set forth by the State Farm Center/Assembly Hall and the University of Illinois

*Premium Seating Football Staff*

July 2012-January 2014

- Interacted with elite clients on Game Days to ensure complete experience satisfaction
- Informed attendees of events happening throughout the game to enhance game experience
- Formed relationships with elite clients to help create an exclusive atmosphere surrounding Illinois Football

*Student-Athlete Academic Tutor*

September 2011-May 2013

- Fostered the development of productive study skills in student-athletes to create an environment of self-sufficiency
- Worked with individuals and small groups to help develop understanding of complex theories and concepts
- Recorded the progress of the student-athletes at the end of each session to maintain accurate logs of completed assignments, discussion topics, and assigned readings

*Memorial Stadium Event Staff*

August 2011-December 2012

- Greeted and assisted patrons to their seats upon entrance to Memorial Stadium
- Responded to patrons making poor choices and affecting the environment of those around them
- Monitored assigned area for any signs of patrons in distress or any indications of disorderly conduct
- Performed risk assessment and safety checks at various times throughout the Game Day experience to ensure the safety of all Game Day participants

**Knupper Nursery and Landscape**

Palatine, IL

*Perennial Sales Consultant*

April 2014-June 2014

- Developed social media presence on Facebook and Twitter by increasing total following by 300 people in 2 months
- Recommended the smartest plant choices to customers based on their specific needs utilizing merchandise on hand
- Managed each customer interaction with the upmost respect and professionalism
- Informed customers about the care, maintenance, and handling of various flowers and foliage for optimal results in gardens and landscaping

**Flowers Plus**

Streator, IL

*Floral Designer*

October 2013-March 2014

- Maintained florist-client privilege to ensure trust and professionalism
- Planned floral arrangements according to client's requirements, utilizing knowledge of design and properties of materials
- Selected appropriate flora and foliage for arrangements, working with numerous combinations to synthesize and develop new creations
- Created and changed in-store window displays, designs, and looks to enhance the shop's image

## **AFFILIATIONS & ACTIVITIES**

**National Association of Academic Advisors for Athletes (N4A)**, Member

August 2014-Current

**Illinois Parks and Recreation Association**, Member

2012-2014

**Office of Alumni Community Services**

Urbana-Champaign, IL

*Volunteer, Committee Member*

August 2014-May 2016

- Assist committee to organize well-attended alumni socials
- Establish contact with Recreation, Sport, and Tourism graduates to update and build department records

## **SKILLS**

**Proficient in:**

- **Banner**
- **Degree Audit Reporting System (DARS)**
- **GradesFirst**
- **Microsoft Office (Access, Excel, OneDrive, OneNote, Outlook, PowerPoint, Publisher, Word)**
- **TeamWorks Communication**