

JOANNA BERTRAM

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EDUCATION

North Carolina State University
Master of Science: Parks, Recreation,
and Tourism Management
Expected Graduation Date: May 2021

North Carolina State University
Bachelor of Science: Sport Management
Minor: Coaching Education
Graduation Date: May 2016

WORK EXPERIENCE

SAS: Supervisor, Work/Life Youth Programs May 2016-Present

- Assistant director of a 10-week summer day camp
- Train and supervise staff of 20 camp counselors and 30 Leaders in Training
- Oversee day-to-day operations of a camp with 135 participants
- Manage any crises that arise during the camp day
- Write and implement risk management plan for youth programs
- Effectively communicate camp policies, procedures, and information with parents
- Cross coordinate between departments to run a variety of youth programs
- Manage division's budget and expense reports
- Develop and run comprehensive virtual children's programs.

SAS: Camp Counselor Summer of 2013, 2014, and 2015; December 2014 and 2015

- Worked in a team of 15 other counselors
- Range: 6-12 years old
- Cared for and facilitated camp activities to a variety of age groups

Washington GT Magnet Elementary: Intern August 2015 – December 2015

- Recruited volunteers, created activities, and collaborated with the PTA for the "Fall Sports Festival"
- Assisted in Physical Education Classes
- Worked closely with the vice principal, teachers, students and parents

Boys and Girls Club: Intern August 2015 – Present

- Ran the USA Soccer for Success program
- Tracked participants health and fitness levels, conducted practices and surveys
- Oversaw the Read to Lead Program which partners club members with NC State students
- Oversaw the STEM Program

SKILLS

- First Aid, CPR, and AED Certified
- Proficient in Microsoft Word, Excel and PowerPoint
- Darkness to Light Child Abuse Prevention Trained
- Heads Up Concussion Certified

EXTRACURRICULAR ACTIVITIES

Scholarships and Accolades: College of Natural Resources Diversity Symposium – 2013 Finalist, University Scholars Program at NC State, Academic Honor Roll Fall 2012, Spring 2013, Spring 2014

Community Involvement: NC State Women's Club Soccer volunteer coach, Boys and Girls Club volunteer, Finisher – 5 Half Marathons, 1 Marathon