**Michael D. Pepperdine**

(310) 506-4000 ♦ michael.pepperdine@pepperdine.edu

**EDUCATION**

**Pepperdine University, Malibu, CA** August 2020 – Present

*Bachelor of Science in Business Administration*Expected April 2024

* **GPA**: 3.5
* **Relevant Coursework:** Financial Management, Portfolio Management, Operations Management

**WORK EXPERIENCE**

**Athletics Department, Pepperdine University, Malibu, CA**  June 2021 – Present

*Office Assistant*

* Collaborate with a team of 6 other staff members to coordinate 200+ athletic events per year
* Schedule practices for each sports team, coordinate schedules for visiting sports teams, and serve as a liaison between athletes, coaches, and administration
* Manage the operations of the office and completed a range of administrative tasks

**Pepperdine University, Malibu, CA** Summers 2020, 2021

*Basketball Camp Counselor*

* Planned, organized, and facilitated daily basketball activities for children ages 7-15
* Provided instruction during daily “Rules of the Game” segment and refereed basketball games
* Coordinated efforts with camp staff in the planning and development of an awards ceremony for thechildren and their parents

**INTERCOLLEGIATE ATHLETICS**

**Division I Men’s Basketball Team, Pepperdine University** September 2020 – Present

*Member*

* Competed in two National Collegiate Athletic Association (NCAA) basketball tournaments
* Devote 25+ hours per week to athletics while excelling academically
* Assist coaches with teammates’ stretching, conditioning, and nutrition guidance
* Practice excellent teamwork skills and a strong work ethic by promoting camaraderie
* Maintain positive relationships with coaches and fellow teammates

**COMMUNITY INVOLVEMENT**

**New Student Orientation,** *Leader* August 2023

**Relay for Life, Pepperdine University Chapter,** *Planning**Committee Member* March 2021 – Present

**Habitat for Humanity,** *Volunteer* August 2020

**HONORS & SKILLS**

**Scholar Athlete Award,** *Recipient* Fall 2022

**Dean’s List,** *Honoree*  Spring 2021

**Computer:** Microsoft Word, Excel, and PowerPoint

**Languages:** Basic in Spanish (reading, writing, and speaking)

**Certifications:** CPR/AED and First Aid for Adult and Infant – American Red Cross