

Michael Ralph

1080 Valley Bluff Drive, Apt. 11, Perrysburg, OH 43551

Cell: (419) 566-5259 Email: mjralph2012@gmail.com Website: www.mjralph.com

Skills

Administration, Accounts Receivable, Accounts Payable, QuickBooks, Teller 21 Software, Timesheet Calculations, Computers, Microsoft Office (Word, Excel, Access, Publisher), Electronic and Office Equipment, Website Creation, Customer and Personal Service, Bank Teller, Student Orientation, Order and Application Processing, Public Speaking, Advertising (Social Media, Digital, Mailing).

Education

Aug. 2012 – May 2016

[Bachelor of Science: Business Administration & Sports Management](#)

Bluffton University – Bluffton, OH

3.5 GPA - Graduation May, 2016

Double major in Sports Management and Business Administration with a minor in Coaching.

Experience

July 2016 – Present

[Management Association Training Program](#)

Key Bank – Toledo, OH

Training Program to become a licensed banker.

Sept. 2012 – May 2016

[Admissions Intern - Information Processing](#)

Bluffton University – Bluffton, OH

Process applications for prospective students to Bluffton University. Experience with Jenzabar Requirement Manager (JRM) and Goldmine software to enter student information; such as ACT/SAT scores, recommendations, transcript, address, birthdate, social security numbers and other pertinent information for applying to college.

May 2015 - Aug. 2015

[Athletic/Recreation Intern](#)

OSU Mansfield & NCSC- Mansfield, OH

Advertising for upcoming events/sports, service orientations, helped organize golf outing and 3 vs 3 basketball tournament, instructional camp for youth soccer, create/edit instructional weight lifting video, create/edit employee training video for customer service, contact coaches, updated sports schedules and prepare sports contracts.

Sept. 2014 - May 2015

[Ambassador / Hospitality Team](#)

Sept. 2013 - May 2014

Bluffton University – Bluffton, OH

Ambassador (2013-2014), provide campus tours for potential incoming students.

Hospitality Team (2014-2015) includes taking potential recruits to coaches, giving tours and hosting overnight visits.

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Experience (cont.)

May 2015 - Aug. 2015

Accounting Clerk

May 2014 - Aug. 2014

Bay World Manufacturing – Mansfield, OH

Accounts payable and accounts receivable on QuickBooks software, check payroll timesheets.

May 2015 - July 2015

Order Entry

May 2014 - Aug. 2014

Bay World Manufacturing – Mansfield, OH

May 2013 - Aug. 2013

Obtain customer's names, addresses, billing information, product numbers, and specifications of items to be purchased, and enter information into computer.

June 2013 - Aug. 2013

Maintenance / Clean-Up

June 2012 - Aug. 2012

Mansfield Christian School – Mansfield, OH

Working independently and together in teams, duties included: painting, stripping and waxing floors, moving of furniture, remodel offices and gymnasium, outside clean-up and other duties as assigned.

Community Service

Fall, 2015

Assistant Volunteer Coach: U-6 boys' soccer team, Bluffton, OH.

Fall, 2015

Security: Events at Cleveland Stadium, Cleveland, OH.

Summer, 2014

Security: Concert at Crew Stadium, Columbus, OH.

Spring, 2014

Assistant Volunteer Coach: U-19 boys' soccer team, Bluffton, OH.

January, 2014

Youth Chaperone: Church Camp, MI.

Spring, 2012

Assistant Volunteer Coach: U-9 boys' soccer team, Lima, OH.

Winter, 2012

Volunteer Help: Handicap Children Basketball League, Findlay, OH.

Summer, 2013

Assistant Volunteer Coach: Mansfield Christian School Soccer and Basketball Camps, Mansfield, OH.

June, 2012

Counselor: Summer Camp, Bozeman, MT.

Summers, 2008 - 2012

Volunteer Counselor: Mansfield Christian School Soccer and Basketball Camps, Mansfield, OH.

Awards and Accomplishments

OSYSA License E, Academic Honors Award from Bluffton University, co-captain of Bluffton University men's soccer team, co-captain of high school varsity basketball and soccer teams, co-captain of U-17 USA Soccer Team that competed in Sweden summer 2010, honorable Mention all-District sophomore year 2009, 1st Team All-District Honors for two consecutive years in high school soccer, awarded 13 varsity letters in high school.

References

Professional and Personal References are available upon request.