

Scott Hawks

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Objective

Employment with a dynamic, contemporary organization that will offer me opportunities to grow and progress with the company.

Education

Fort Hays State University

June 1997

Master of Science
Physical Education - Sport
Administration

Hays, KS

Idaho State University

May 1994

Bachelor of Science
Physical Education

ocatello, ID

Skills

- Lead search and recruitment of talented individuals to company.
- Managed and supervised a staff of 10. Set policy and procedure, as well as create and administer essential job functions, scheduling, and discipline process.
- Set Policies and procedures for the development and implementation of both in house and public programs, ranging from Marketing initiatives designed to increase business as well as programs designed to provide training for employees.
- Ability to put myself into the customer's perspective and give the attention that the customer deserves without losing focus on the business and in most cases was able to reach an outcome that was mutually beneficial for both parties.
- Organized and conducted interviews for potential job candidates, using scenario based questions to draw more elaborate answers from the candidates, allowing them to expound upon their own ideas and concerns, and used those answers to make a better decision.
- Experience in speaking in front of large groups of people, as well as small groups, while comfortably creating an intimate atmosphere allowing me to comfortably promote the business I was representing.

Experience

Trinity Valley Community College

January 2006 - Present

Instructor/Coach/Dorm Director

Athens, TX

Knockout Boxing and Fitness

March 2005 - January 2006

General Manager

Oxnard, CA

College of the Desert

January 2005 - May 2005

Instructor/Coach

Palm Desert, CA

Garden City Community College

July 2000 - December 2004 *Instructor/Football Coach*

Garden City, KS

Lanett City Schools

July 1999 - June 2000 *Instructor/Coach*

Lanett, AL

Silverstar Hotel and Casino

February 1999 - July 1999 *Dealer*

Philadelphia, MS

New Mexico Military Institute

July 1997 - December 1998 *Instructor/Football Coach*

Roswell, NM

Volunteer Experience

- Special Olympic Basketball Tournament, 1995.
- Volunteer Coach, YMCA Football, 2004
- KO Youth Boxing Program, 2005-2006, Oxnard CA
- Special Olympics, Malakof TX, 2006

Professional Development

- Participated in programs yearly to develop myself professionally. Have attended workshops, conventions and seminars on a regular basis.

Hobbies

- Reading
- Sports
- Fitness

COLLEGE HOUSING EXPERIENCE

1994	Baker University, Assistant Hall Supervisor Hall monitoring, required 10 hours a week, evening hours
1996	University of Utah, Summer Camp Residence Hall Floor Supervisor
1997	University of New Mexico, Summer Camp Residence Hall Floor Supervisor
2002-2003	Garden City Community College Dormitory Housing Planning Committee
2002	Kansas State University, Summer Camp Residence Hall Floor Supervisor
2003	Kansas State University, Summer Camp Residence Hall Floor Supervisor
2006-Present	Trinity Valley Community College Northwest Hall Dorm Director