

# ADAM BROOKER

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## Education

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Morehead State University, Morehead, KY  
Bachelor of Arts in Sport Management

Graduation Date: May 2011

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## Professional Profile

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Farmington Country Club  
Membership Coordinator

Charlottesville, VA 22901  
April 2015-Present

- Assist the Membership Director with administrative and sales duties related to member recruitment, retention and service
- Respond to all current member inquiries regarding account issues, status, refunds, and privileges with in-depth knowledge of the Club's bylaws and policies and procedures
- Organize and coordinate various membership events and functions, as well as new member tours and orientations
- Work closely with the Membership and Interview Committees with a focus on membership development

The Sea Pines Resort  
Recreation Coordinator

Hilton Head Island, SC 29928  
May 2011-March 2014

- Planned and coordinated special events and holiday activities
  - Planned/facilitated team building activities for corporate groups
  - Hired, trained, and supervised recreation staff/interns, pool attendants, and fitness staff
  - Responsible for billing/invoicing and monitoring spending based on budget numbers
  - Worked closely with the resort marketing department to edit and produce promotional materials
  - Served as a member of The Sea Pines Resort Safety Committee
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