

KEITH BALES

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CAREER OBJECTIVE

I would like to utilize the organizational and management skills that I have developed in multiple sport venues in a professional athletic environment.

EDUCATION

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|---|------------------|---|---------------------|
| ◆ | 2006-2010 | Tiffin University | Tiffin, OH |
| | | ▪ Bachelors of Business Administration
Double Major: (1) Sports & Recreation Management (2) Marketing
▪ Cum Laude with a 3.54 GPA overall (3.9 in Marketing courses and 3.8 in Sports Management courses) | |
| ◆ | 2011 | Lakeland Community College | Kirtland, OH |
| ◆ | 2009-11 | Aileron | Dayton, OH |
| ◆ | 2005-2007 | Edison Community College | Piqua, OH |
| ◆ | 2002-2006 | Anna High School | Anna, OH |

JOB SKILLS

- ◆ Able to create an action plan from concept through implementation.
- ◆ Enjoy working with others as a team member or leader.
- ◆ Task-oriented, works well under pressure, with the ability to integrate solutions to solve problems. Has patience to see a job through to a satisfactory finish.
- ◆ Ability to prioritize and plan workload so that all tasks are accomplished.
- ◆ Dedicated worker who has the skills needed to get a job done in a professional, efficient, and timely manner.
- ◆ Dependable person, with the ability to multi-task and work extended hours when required.
- ◆ Honest person, with a strong sense of integrity and loyalty to my job.
- ◆ Proficient in Microsoft Office, with strong Word, PowerPoint, and Excel skills.

WORK EXPERIENCE

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|---------------------|--|------------------------|
| 2010-Present | Lake County Speedway – NASCAR Home Track | Painesville, OH |
| | Timing and Scoring Official – Work race days at a track that runs five to six racing divisions each week. Time entrants through qualifications; set race line-up; maintain order of race line-ups, before and during races; track cars during races; record points and track season point totals. Pay winners and record race results. | |
| 2008-Present | ARCA (Automobile Racing Club of America) | Toledo, OH |
| | Technical and Race Official – Help prepare facilities for race day operations. Approve vehicles for participation by ensuring their adherence to ARCA specifications. Monitor pits and clear vehicles for re-entrance after collisions. Act as liaison between tower and pit crew chiefs. | |
| 2010-Present | Classic Auto Group | Mentor, OH |
| | Porter – Wholesale Department – Responsibilities include processing cars accepted as trade-ins from our multiple dealerships; examining vehicles and documenting problems; organizing stock; assist in processing the sale of this stock to auction, outside dealers, or our own customers.
Sales Associate – Chevrolet Campus – Generate sales from on-premises stock. Help customers find vehicle that best suits their needs, demonstrate vehicles, do preliminary credit work, assist customers with their insurance companies, deliver vehicles and make follow-up customer satisfaction inquires. | |

2010	<i>Fastenal</i>	<i>Fremont, OH & Mentor, OH</i>
	Support Staff – Established and implemented a new inventory organizational system at the Fremont store. Assisted customers and made deliveries.	
2009-2010	<i>Tiffin University; Women's Lacrosse</i>	<i>Tiffin, OH</i>
	Assistant Coach – Prepared field/gym for practice and games. Sent communications from head coach to players. Made transportation arrangements for team. Assisted head coach as required.	
2008-2010	<i>Tiffin University; Sports Management Club</i>	<i>Tiffin, OH</i>
	Club President and Founder – Planned and organized group activities. Brought speakers to campus. Organized field trips to multiple professional and semi-professional sporting events and venues so that members had “behind the scenes” tours. Planned and implemented fundraising activities that included scheduling and supervising game day staff for various Tiffin University sporting events.	
Spring 2009	<i>Marion Mayhem</i>	<i>Marion, OH</i>
	Intern for Game Day Operations – Worked closely with the Director of Operations. Helped open and close facility on game day. Set up locker rooms and greeted visiting teams. Planned and orchestrated pre-game and half-time activities for fans.	
2007-2009	<i>Tiffin University; Residence Life</i>	<i>Tiffin, OH</i>
	Resident Assistant – Supervised dormitory residents; planned dormitory activities; communicated and implemented college policies; performed nightly rounds throughout campus and specific dormitories as assigned.	
2008-2009	<i>Miami Valley Silverbacks</i>	<i>Troy, OH</i>
	Director of Game Day Operations – Worked closely with the Director of Hobart Arena to coordinate game activities with facility operations. Set up locker rooms and greeted visiting teams. Planned and orchestrated pre-game and half-time activities for fans.	
2006-2009	<i>Tiffin University; Men's Basketball team</i>	<i>Tiffin, OH</i>
	Team Manager – Prepared gym daily for practices. Helped order equipment/uniforms/apparel and maintained inventories of same. Maintained equipment and did laundry. Made meal arrangements for road games. Filmed games on road trips and scheduled videographers for home games. Uploaded game films to game tape exchange website. Assisted Head Coach as required.	
2006-2009	<i>Tiffin University; Men's Volleyball team</i>	<i>Tiffin, OH</i>
	Club President – Established Tiffin's first men's volleyball club. Scheduled all contests and arranged transportation for away games. Scheduled practice times and prepared gym for same. Recruited players and marketed home games to campus community. Designed a t-shirt that was sold as a fundraising activity. Purchased uniforms and equipment. Coordinated game day activities for home games.	
2007-2008	<i>Tiffin University; Campus Activity Board</i>	<i>Tiffin, OH</i>
	Director of Public Affairs and Marketing – Established and implemented numerous marketing plans to promote campus activities.	

OTHER EXPERIENCE

Designed the cover that was used on Tiffin University's annual Student Date Book/Planner for the academic years 2008-09 and 2009-10. Both covers won a national contest in the collegiate division. This was the only time that a school had won this event in two consecutive years.

Have built and maintained race cars since age 11. Experienced in racing at a number of racetracks in Southwest Ohio in various classes. Have been a member of the NASCAR Nationwide and ARCA Racing Series teams, where I assisted in building and maintaining race cars as well as being a part of the pit crew.