

CRAIG P. VANDERMUELLEN

craig.p.vandermuellen@wmich.edu

OBJECTIVE

To obtain an Assistant Director of Athletic Facilities position at a major Institution

EDUCATION

Master's of Arts in Educational Leadership, Higher Education & Student Affairs Leadership
Western Michigan University
Anticipated Graduation: Summer 2009
Bachelor's of Business Administration, Haworth College of Business
Western Michigan University
Major: Management, Minor: General Business
GPA: 3.42/4.0
Graduated: April 2006

WORK EXPERIENCE

Graduate Assistant: Athletic Facilities

Western Michigan University May 2008- Present

- Coordinate game day operations from pre-game set up to post game tear down including all WMU sports
- Develop student support staff of about 20 through on the job training of facility maintenance tasks
- Assist Director of Athletic Facilities in daily operations of managing, securing and obtaining WMU brand of all facilities
- Perform daily walk through of facilities to gage the hard and soft services of the buildings; specifically Donald J. Seelye Center, Bill Brown Alumni Center, Hyames Field and Sorensen Courts

Academic Advising Intern

Western Michigan University June 2008- Present

- Collaborate with University Curriculum Directors and advisors to acquire skills of a career educator
- Help facilitate general education course offerings to encourage career exploration
- Advise multiple students at once on creating course schedules and program expectations

Assistant Manager

Walgreens Corporation December 2005- May 2008

- Learned daily store operations to fulfill Assistant Manager Responsibilities
- Managed Store With In a Store and Clip strip programs
- Enhanced store efficiency by working with receiving and stocking team
- Obtained transferable skills of job rotation within a diverse environment
- Managed performance by developing and empowering new team members to learn different facets of the business

HONORS & ACCOMPLISHMENTS

- Graduate Student and Professionals in Student Affairs (GSPSA)
- Michigan College Personnel Association member (MCPA)
- Customer Service Extra Mile Award
- Dean's List (four semesters)
- Financed 100% of undergraduate tuition
- The National Scholars Honor Society

COMMUNITY LEADERSHIP

- Playground summer project volunteer at MLK Jr. Elementary in Kalamazoo, MI
- Meals-on-wheels volunteer for Community Service Outlook in Ferndale, MI
- Play-off Finalist on WMU Inter-Mural Football Team
- WMU Rec-Fest volunteer to support and encourage student health and fitness
- WMU Relay for Life volunteer to support American Cancer Society