

# ANDREW MUELLER

## PERSONAL PROFILE

*Innovated Athletic Director who is committed and motivated with exceptional sports knowledge, decision making skills, and an excellent work ethic. A strong record of achievement in motivating and engaging students. Excellent relationships with parents and other educational staff.*

## CORE STRENGTHS

- Excellent experience working with head coaches for a diverse set of sports
- Strong familiarity with OHSAA and NCAA regulations and rules
- High interpersonal and communication skills
- Superior ability in high school athlete supervision
- Exceptional ability to assign and evaluate coaches and other athletic staff
- Sound ability to conduct meetings with coaches, parents and athletes
- Good motivational and management skills
- Ability to run a successful athletic department

---

## CONTACT DETAILS

Cell: (216) 990- 6984

Email: [muellea7@gmail.com](mailto:muellea7@gmail.com)

Address: 6334 Cambridge Ave, Cincinnati  
OH 45230

## WORK EXPERIENCE

### HUGHES HIGH SCHOOL ATHLETIC DIRECTOR

**Cincinnati, Ohio – Fall 2017- Current**

*Driven and student focused individual with a background for motivating youth to achieve their goals, as well as strategizing to build an athletic program in which those students can excel. I enjoy helping to promote positive health messages in the community. Also, dedicated for staff and student development to grow within their own communities and excel through promoting education through leadership. Proficient with athletic scheduling software, including bus scheduling.*

- Accountable for building effective and substantive relationships with alumni, coaches, and other constituents
- Creating and implementing specific educational presentations for all internal and external constituencies (e.g., coaches meetings, staff specific meetings, sport specific meetings, local merchants, institutional faculty/staff, donors, and student-athletes)
- Overseeing other Athletic Department programs, events, personnel and initiatives
- Responsible for management of the following units: Travel, Accounts Payable, Purchasing, and Budgeting/Financial Reporting
- Continued responsibilities of Assistant Athletic Director as stated below

### HUGHES HIGH SCHOOL ASSISTANT ATHLETIC DIRECTOR

**Cincinnati, Ohio – Summer 2016- Fall 2017**

- Assisted in planning, coordinating, and supervising of all athletic events and games.
- Worked closely with teachers/coaches to assist with checking eligibility concerning grades, attendance, etc.
- Assisted with game day operations ranging from Junior High to Varsity level sports.
- Coordinated game day events for all sports.
- Ordered contracts for coaches and evaluate coaches.
- Coordinated successful senior night games.
- Distributed and sold school gear for game sponsoring and ticket sales.
- Assisted other community athletic directors within the area.

## ACADEMIC HISTORY

### UNIVERSITY OF CINCINNATI, COLLEGE OF CECH

**Cincinnati, Ohio – Bachelor in Sports Management, December 2016**  
**Pupil Activity Permit and OHSAA certifications**