

MITCH SEBURN

702-555-1212 • support@resumeedge.com

873 Brandon Way ~ Las Vegas, Nevada 89126

ATHLETIC DIRECTOR • COACH • ADMINISTRATOR • TEACHER

Articulate, student-focused individual with proven expertise in motivating youth to achieve goals, while also prioritizing and strategizing for winning school athletic programs. Holds students, parents, and staff in high esteem, and interacts with the greatest degree of professionalism and personal integrity. Background includes leadership in the educational field and in business. Dedicated to student and staff development. Proficient with athletic scheduling software.

ATHLETICS EXPERIENCE

NEVADA PRIVATE BOYS SCHOOL, Las Vegas, Nevada 2001 – Present
Athletic Director, Boys Varsity Basketball Coach

- Exceeded Athletic Association standards by reorganizing Athletic Department.
- Created new policies and procedures and rewrote Athletic Handbook.

ATHLETIC CONFERENCES, Las Vegas, Nevada 2001 – Present
President and Member

- Function as Acting President of Nevada Athletic Conference (NAC).
- Participate in National Interscholastic Athletic Administrators Association (NIAAA) and Nevada State Interscholastic Athletic Administrators Association (NSIAAA). Attend NIAAA leadership classes.

HIGH SCHOOL ATHLETICS, Las Vegas, Nevada 1999 – 2001
Junior Varsity Basketball Coach (2000-2001), Assistant Basketball Coach (1999-2000)

- Coached Junior Varsity team and assisted Varsity coach at Nevada Private Boys School.
- Assisted Varsity and Junior Varsity Basketball teams in Division 1 at Desert High School.

EDUCATIONAL EXPERIENCE

NEVADA PRIVATE BOYS SCHOOL, Las Vegas, Nevada 2001 – Present
Assistant Principal, Dean of Students, Teacher

- Assist Principal daily with duties, and handle most disciplinary matters.
- Instruct students in algebra, physical education, and computer science.
- Improved several school policies and procedures, and revised student handbook.

NEVADA PRIVATE GRADE SCHOOL, Las Vegas Nevada 2000 – 2001
Honors Algebra Teacher

BUSINESS EXPERIENCE

Private Accountant, Templer Bookkeeping Company, Las Vegas, Nevada (1999-2001)

Accounting Analyst, Statewide Data Systems, Las Vegas, Nevada (1995-1999)

Corporate Accountant, Bryant Division, Inc., Las Vegas, Nevada (1993-1995)

EDUCATION

CALIFORNIA STATE UNIVERSITY, Fullerton, California
Bachelor of Science in Business Administration, Finance, 1993