

Clarke E. Dolliver

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EXPERIENCE

Cal Athletics, University of California, Berkeley, CA 4/12-Present

Scheduling Coordinator 8/12-Present

- Scheduled all athletic facilities including fields, pools, courts, and meeting rooms.
- Created a more concrete and organized outside rental process.
- Served as liaison between Cal's coaches and the Pac-12 to create competition schedules.
- Developed strong problem solving skills to accommodate 25 sports in a very limited number of facilities.
- Worked with Athletic Creative to create graphics for web and print.
- Volunteered for the Athletics Communications department at home football and basketball games.
 - Wrote articles and features, delivered statistics to media, transcribed post-game press conferences.

Olympic Sports Operations Intern 4/12-8/12

- Provided general office assistance to Olympic Sports coaches.
- Planned and organized special events such as team banquets.
- Worked as support event staff for home competitions for various sports.

The Creek, Middle School Youth Center, Walnut Creek, CA 1/12-6/12

Teacher Aide

- Helped children, grades 6 through 8, with homework, creative projects, athletics, and social/personal issues.

Sony Pictures Entertainment, Culver City, CA 1/11-6/11

Creative Content Intern

- Provided general office assistance to the executive vice president of the Creative Content department.
- Researched all upcoming Sony Pictures movies to provide actor bios, plot summaries, and any historical/background information.
- Learned marketing strategies for upcoming movies.

Woodlands Swim Team, Walnut Creek, CA Summers of 2008-2011

Swim Coach

- Planned practices focusing on both swimming technique and endurance.
- Provided private lessons.
- Created meet event assignments for the swimmers.

EDUCATION

University of California, Los Angeles 9/07-6/11

B.A. in Economics

Minor in Political Science

Club Baseball: Player, Treasurer, Statistician

SKILLS

- Proficient in Adobe Photoshop and Illustrator.
- Basic knowledge of HTML5 and CSS3.
- Skilled writer and researcher.
- Strong communication skills in personal and literary settings.
- Organized, efficient, and highly self-motivated.
- Performs well in team settings and in private working situations.
- Proficient in Microsoft Office and Outlook.