

Madison Moore

Operations Manager at Whitecap Sports Group

About Me

As an organized and passionate Operations Manager with excellent communication skills, a proven ability to manage several projects, and assists with the overall operation of the firm, I'm aspiring to use my keen experience to help drive success at Whitecap Sports Group. While continuing to build upon my understanding of creating marketing materials, assist in business decisions, and building connections throughout the Tampa Bay region.

Work Experience

- JANUARY 2024 - present
Whitecap Sports Group - *Tampa, FL*
Operations Manager (full-time)
 - Maintained and organized numerous office files
 - Constantly updated the company's contact and mailing lists
 - Monitored ongoing marketing campaigns
 - Monitored press coverage
- MAY 2023 - DECEMBER 2023
Whitecap Sports Group - *Tampa, FL*
Head of Marketing & Client Relations (full-time)
 - Handled the company's online presence - regularly updated the company's website and various social media accounts
 - Monitored ongoing marketing campaigns
- MAY 2022 - MAY 2023
Whitecap Sports Group - *Tampa, FL*
Social Media Coordinator (part-time)
 - Handled the company's online presence - regularly updated the company's website and various social media accounts
- AUGUST 2021 - DECEMBER 2021
Roast Rewards - Remote
Social Media Internship
 - Draft and published blog posts
 - Created and posted content through social media channels
 - Designed and executed promotional client gift baskets

Contact

✉ madison@whitecapsports.com

☎ (813) 767-0935

📍 Tampa, Florida

Education

BA Advertising & Public Relations

The University of Tampa

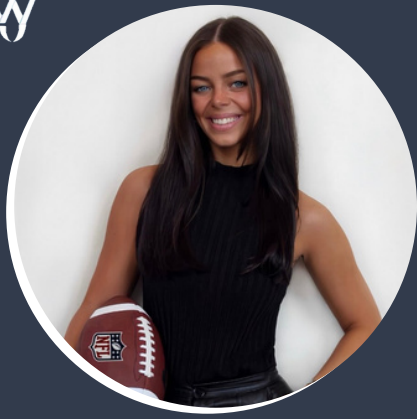
2017-2021
(Dean's list 2019-2021)
GPA 3.5

Skills

- Social Media Strategizing
- Creating Marketing Materials
- Event Coordination
- Recruiting Practices
- Community Outreach
- Designing Merchandise
- Maintaining Operational Reports
- Organization

Language

English



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Language

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NOVEMBER 2017 - JANUARY 2019

Thomas & LoCicero - *Tampa, FL*

Office Assistant (part-time)

- Assist with office tasks such as copying, scanning and OCR'ing documents
- Additionally restocked inventory, maintained office organization, event coordination, created event invites, and run errands

Achievements

FEBRUARY 2023

Capital One Bank

Commercial Campaign

- Selected by the Tampa, FL Capital One Cafe to participate in an exclusive two-day filming shoot to be the face and voice of their first social media campaign to increase the overall exposure of Capital One Cafe's nationally. Posted live on Instagram, Facebook, and Youtube - the promotion highlights my experience in the cafe, why I personally enjoy the cafe and the relationships I've created while being a part of the cafe's atmosphere in hopes to inspire others to experience it for themselves.

References

Estelle Darcy

Wardiere Inc. / CEO

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Harper Russo

Wardiere Inc. / CEO

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