

**SARA REED, M.S.**

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**PROFESSIONAL SUMMARY**

Dedicated professional with strong background in the helping professions. Experience in mentoring college students athletes on issues such as time management, study skills, and personal issues – all topics that lend themselves to the position of Academic Advisor. Proven ability to elicit students’ trust and to provide sound advice in an academic setting.

**RELEVANT EXPERIENCE**

***California State University, Athletics, Long Beach***  
**Compliance Coordinator**

January 2020 – Present

- Assist with monitoring all athletics financial aid
- Ensure compliance with financial aid rules and track scholarships
- Reconcile scholarships with the business office reports
- Create and maintain scholarship and team equivalency spreadsheet for each sport
- Assist in creating and sustaining effective rules education program for both coaches and athletes
- Maintain records in ARMS (CARA Logs, Recruiting logs, NCAA form completion)
- Coordinate the National Letter of Intent (NLI) program and facilitate athletic aid agreements for Long Beach State Athletics
- Ensure adherence of applicable NLI administrative guidelines, NCAA regulations, and Long Beach State Athletic policies
- Manage the department Athletics book loan program
- Coordinated with bookstore staff, athletics staff, and students to ensure book loan scholarships complied with NCAA rules and regulations
- Deliberate with Big West Conference on various situations pertaining to college athletics compliance issues
- Provide knowledge on NCAA rules and regulations to coaches and athletes
- Review and approve tickets
- Review and approve student athlete employment, ensuring it complies with NCAA rules and regulations
- Track Time Management Plan for each sport ensuring they comply with NCAA rules and regulations
- Collaborate with coaches and players to ensure all scholarships and financial aid meets NCAA and institutional policies
- Maintain compliance social media

***California State University, Bickerstaff Academic Center, Long Beach***  
**Student Athlete Academic Mentor**

August 2018-May 2019

- Educate new students about various resources and student services available
- Understand and abide by all CSULB policies
- Provide access to people and resources such as tutors, workshops and subject specific drop-in sessions
- Monitor assigned students’ academic progress in their courses
- Assist in the development of study skills
- Prepare weekly reports on each student
- Provide academic guidance and personal support

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### **EDUCATIONAL & ATHLETIC EXCELLENCE**

- Member of Women Leaders in College Sports
- Member of NAAC
- Honors Graduate, Vanguard University
- Female Athlete of the Year, Fresno City College
- Academic All American Nominee, Fresno City College
- Awarded Academic Excellence Scholarship
- Awarded Athletic Excellence Scholarship

### **CORE QUALIFICATIONS SKILLS**

- Proficient in ARMS, Microsoft Office, including Excel, Powerpoint, Word, Outlook
- Proficient in Electronic Medical Records (EMR), PeopleSoft, Adobe, PDF Suite, DocuSign
- Quick learner, adaptable, good communicator, team player, strong attention to detail

### **EDUCATION**

- Masters of Science - May 2019  
California State University, Long Beach  
Sport Psychology
- Bachelor of Arts - May 2015  
Vanguard University  
Psychology