



# elena h. kozelek

ARTICULATE  
PASSIONATE  
TEAM PLAYER

## PERSONAL STATEMENT

Communicator, adaptive athlete, creative problem solver and supporter who loves working with teams to leave a positive impact.

## SKILLS AND TOOLS

- WordPress
- Rundown Creator
- ENCO Digital Audio Delivery
- Adobe
- Microsoft Office Suite
- G Suite
- Canva
- ActiveNet

## CERTIFICATIONS

- Special Olympic Coaching Course
- State of Ohio Concussion Training

## INTERNSHIPS

**Special Olympics of Ohio - Columbus, OH**  
**August 2021 - March 2022**  
See body of resume for details.

**30 Lines - Columbus, OH**  
**Summer 2020**

Provided remote assistance with digital media projects and data.

**Atheltics Department**  
**Muskingum University**

**2019 - 2020**

Developed database to record athletic stats for the University.

## CONTACT INFO

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Website: ElenaKozelek.com

## EXPERIENCE

### SPECIAL OLYMPICS OF OHIO

**Post Graduate Sports Intern |**

**August 2021 to March 2022**

- Assist in coordinating State of Ohio Special Olympic Sporting Events.
- Register teams at event.
- Develop volunteer database to track contact information and background checks for over 3000 state wide volunteers.
- Supervise games and provide feedback on coaches and officials.

### MUSKINGUM UNIVERSITY

#### WMCO ORBIT MEDIA

**WMCO News Director | 2020 - 2021**

- Produced news stories and related elements each week for air and website. Elements included opens, bumpers, closes and promos, in addition to wraps and packages.
- Anchor the Orbit News Desk two days per week.
- Supervise and train Student Anchors and reporters
- Provide weekly staff schedule.
- Proof and approve stories.
- Respond and contributes to breaking news.
- Aircheck Orbit News Desk staff twice a Semester.
- Follow FCC policies for news and deliveries.
- Maintains daily Rundown Creator schedule for local stories-schedules daily content for regular rotation.
- Record community calendar updates into DAD for regular automated airplay.
- Ensures positive working relationships with Muskingum University Faculty and Staff as well as community.
- Works with faculty manager to maintain WMCO FCC Quarterly Issues Report.
- Was readily available to cover local news taking place off-campus using a personal vehicle.
- Maintains regular and ongoing communication with faculty managers and team.



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## Awards

- Muskingum University Greg Riggard Dedication to Sport Award
- Women's Soccer Most Dedicated Player Award
- Horizon Scholarship
- PLUS Opportunity Scholar
- Muskie Scholarship
- Whetstone Community Recreation Council Scholarship
- Muskingum University Deans List

## Volunteer Achievements

### Muskingum University Athletics 2017 - 2018

Sports Announcer at Track Meets.

### Muskingum Football 2016-2020

Sold Raffle Tickets during home games that did not conflict with soccer schedule.

### New Concord Youth Sports 2016-2020

Planned and Coached Youth Soccer Clinics.

### Developed and implemented "Trick or Treat and Help Others Eat" | 2012-2017

Collected over 6,000 food items for the Clintoville Beechwood Community Resource Center.

## EXPERIENCE CONTINUED

### CITY OF COLUMBUS

#### WHETSTONE COMMUNITY REC CENTER

##### Recreation Staff & Camp Counselor | 2013 - 2021

- Facilitate online and in-person registration for over 200 programs per year
- Leader for six camps per year
- Teach children soccer classes and assist in coaching soccer teams.
- Help coordinate over 4 community festivals per year.
- Oversee and lead sports-related camp activities to inspire health and wellness for participants.
- Collaborate with camp and instructional staff to evolve and improve programming year after year.

### FC614

##### Assistant and Coach | 2013 - 2017

- Assist in player evaluations and player team placement.
- Assist in organizing and conducting team tryouts.
- Assist in team game scheduling with other Ohio teams.
- Run team training sessions for middle and high school aged teams.
- Assist in team communications.
- Plan, coach and conduct training sessions for FC614 Youth Academy.
- Train and supervise incoming coaches and helpers.

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### MUSKINGUM UNIVERSITY | NEW CONCORD, OH December 2020

BA in Athletic Communication

BA in Health and Fitness

### NCAA Division III Student Athlete | Soccer

- Women's Soccer Most Dedicated Player Award
- Muskingum University Greg Riggard Dedication to Sport Award