

Germaine L. Turner

EDUCATION Louisiana	Loyola University New Orleans	New Orleans,
	Master of Business Administration	May 1991
	Bachelor of Business Administration Concentration: Management	August 1988
EMPLOYMENT Louisiana	Loyola University New Orleans	New Orleans,
HISTORY	Department of Recreational Sports	
Present	Associate Director	August 1998 –
	<ol style="list-style-type: none">1 Administer and supervise administrative, operational and revenue-generating activities of a 101,000 square foot multi-purpose recreational sports facility.2 Manage fiscal operations including memberships, payroll administration and facility rentals.2 Hire, train, supervise and evaluate full-time support staff.3 Develop a comprehensive program of multi-purpose facility use, maintenance, master scheduling and supervision of facilities.4 Plan and administer Non-Credit Instructional Sports Program.5 Assist in the development of a strategic marketing plan.	
	Assistant Director for Operations	August 1992 -
	August 1998	
	<ol style="list-style-type: none">6 Develop and evaluate policies and procedures, including reporting and documentation methods for facility operations and office administration.7 Manage fiscal operations, including revenue-generating programs and payroll administration.8 Supervise administrative, custodial and marketing staff of 14.9 Coordinate facility reservations for athletic teams, intramural program, student and community-based organizations.10 Analyze statistical data and submit recommendations for planning and budgeting.11 Coordinate special events such as Commencement, career fairs and sporting events held in the Recreational Sports Complex.12 Promoted to Associate Director.	
August 1992	Administrative Assistant III	June 1989 -
	<ol style="list-style-type: none">13 Office Manager.14 Implemented and operated monthly billing system.15 Created office procedures manual.16 Planned Annual Staff Orientation.	

17 Promoted to Assistant Director for Operations.

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1 Administrative Assistant II **May 1987 - June 1989**

- 2 Involved in the planning of the Loyola Recreational Sports Complex and Parking Garage, completed in January 1988.
- 2 Researched fees, programs, and policies in preparation for new complex.
- 3 Operated and maintained computerized payroll and record management systems.
- 4 Promoted to Administrative Assistant III.

Receptionist **February 1985 - May 1987**

- 1 General clerical and office responsibilities.
- 2 Promoted to Administrative Assistant II.

ACTIVITIES

Loyola University New Orleans

- 1 Administrative Senate, Senator, Division of Student Affairs
- 2 Administrative Senate Work Study Subcommittee, Member
- 3 Black Student Union Advisory Council, Member
- 4 Center for Student Leadership Development, Steering Committee, Member
- 5 Diebold/Campus View Users Group, Recreational Sports Representative
- 6 University Board of Appeals, Member
- 7 University Board of Review, Member
- 8 University Fringe Benefits Committee, Member
- 9 University Staff Salary Study Committee, Administrative Senate Representative

Tulane-Loyola Federal Credit Union

- 1 Board of Directors, Member
- 2 Supervisory Committee, Secretary
- 3 Credit Committee, Loan Officer

National Intramural-Recreational Sports Association

- 4 Presenter, 2002 Annual Conference, San Antonio, Texas, "When Disaster Strikes: The Role and Response of Recreational Sports"
- 5 Member, 1992 – Present

Louisiana Collegiate Intramural-Recreational Sports Association, Member, 1992 – Present

Olympic Track and Field Trials, New Orleans, Louisiana, Volunteer, 1992

TRAINING

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Works,
Microsoft Windows, Diebold Campus Systems Campus View Operating
System and
Cash Register, Multi-Line Phone System, Fax Machine, Copier, Ten-Key
Adding
Machine, Typewriter