

ANDREW KENNINGTON EDSON

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EXPERIENCE

Georgetown University Athletic Department, Washington, DC

Director of Team Business Operations, January 2019 - Present

Assist with the administrative management of varsity sport programs.

Updating all staff on fiscal and financial policies both developed by the Athletic Department and the University Financial Affairs staff

Manages team/staff and recruiting travel including arranging flights, hotel accommodations, ground transportation, team per diems and trip itineraries in coordination with each coaching staff.

Manages all procurement and purchasing services for each sport.

Assists Head coaches with budget management for each sport.

Serves as GMS Requisitioner and Expense Preparer for all sports.

Prepares requisitions for purchases, prepares request for advances and reconciles cash advances.

Allocates expenses in GMS for pro card users of all sports.

Assists business office with monthly reconciliation of athletic cost centers.

Processes all departmental mail including postage, overnight carrier and distribution

Assists the coaching staffs with preparation and coordination of recruiting correspondence for mail or electronic transmission.

Maintains confidential and routine records, NLI forms, budget reports, compliance forms, procurement documents, competition forms and student-athlete class schedules.

Complies with all NCAA, BIG EAST, Patriot League and Georgetown rules, regulations and policies.

Other duties as assigned by the coaches and business office

Georgetown University Athletic Department, Washington, DC

Business Operations Assistant, August 2018 – December 2018

Business & Finance Internship

Reported directly to Business Manager for the Georgetown University Athletic Department

Gained experience in business and finance operations in a collegiate athletic department, performing a broad range of administrative and financial services duties in the Business and Finance Office of a Division I NCAA program serving 29 varsity sports and over 750 student-athletes.

Major League Baseball, Washington, DC

MLB All Star Week Green Team Member, July 2018

Represented Major League Baseball during 2018 All Star Week as a member of the Green Team, actively contributing to MLB's sustainability and legacy initiatives

Worked under the direction of MLB Executives & Washington Nationals Operations Staff at Nationals Park

Participated and staffed the 5K Color Run event, Boys & Girls Club Legacy event, MLB Futures and Celebrity Softball Game, MLB Home Run Derby, and the 2018 MLB All Star Game

Picartio Incorporated, Silicon Valley, CA

Director of Operations, April 2016 – August 2017

Gained project management and product management experience in app development in a tech start-up

Managed social media marketing and web properties for the start-up

Directed development of 2 Apple iOS properties from start to finish

Contributed and collaborated with C-Level to focus company product and strategy

Franz Family Bakeries, Coos Bay, OR

Route Sales Supervisor, October 2008 – March 2011

8 direct, 3 indirect reports, 100+ accounts, \$3M annual sales division

Successfully managed a team of outside salespeople

Gained valuable leadership skills and personnel coaching and development experience

Accrued extensive experience in sales & KPI analysis, forecasting, budgeting and workforce management

Contributed to the development of divisional strategy

Managed ancillary projects as assigned by supervisor in addition to regular duties

Accomplishments: Coos Bay was one of Southern Oregon's most improved sales divisions, 2009 – 2011

Franz Family Bakeries, Eugene, OR

Route Sales Representative, January 2008 – October 2008

20-25 accounts, \$55K annual route sales

Gained business to business sales and account management experience
Mastered outside sales cycle and accrued outside sales experience with a variety of account types including national retail chains, restaurants, and institutional customers
Honors: Southern Oregon Sales Division Rookie of the Year, 2008

Albertsons, Eugene, OR

Grocery Manager, August 1997 – January 2008

10-25 direct and indirect reports, \$18M annual retail sales

Mastered inventory management, retail ordering, sales & KPI analysis, and unionized workforce management

Gained cash handling and cash balancing experience

Accrued a vast amount of customer service and conflict resolution experience in a variety of scenarios

VOLUNTEER EXPERIENCE

The Kennington Foundation, Portland, OR

Executive Director, June 2012 - Present

Founder and manager the overall operation of a 501c3 non-profit organization

National Association of Nonprofit Organizations and Executives Certified Best Practice Charity™

Gained experience in compliance, tax reporting, organizational development

EDUCATION & PROFESSIONAL TRAINING

Georgetown University, Washington, DC

Masters, Sports Industry Management, concentration in Business, Operations, & Management, 2019 (August)

Columbia University, New York City, NY

Certificate, Sports Industry Essentials, 2017

American Public University System, Charles Town, WV

Masters, Public Administration, concentration in Human Resource Management, 2015

Masters, Business Administration, concentration in Global Business Management, 2012

Certificate, Competitive Intelligence, 2012

University of Oregon, Eugene, OR

Bachelors, History, 2007

CERTIFICATIONS

Certification

Certifying Authority

Project Management Certification

ExpertRating

Social Media Marketing Certification

ExpertRating

SKILLS & COMPETENCIES

Excel Pivot Tables

Basecamp

Google Analytics

Workday Management System

Trello

Facebook Ads

Dashboarding

HTML

Adobe Photoshop

Crystal Reports

CSS

Adobe Acrobat DC

Microstrategy

Bootstrap Fundamentals

Adobe Dreamweaver

Modeling

Social Media Mining

Forecasting

Google Suite