

ADAM D. BROOKER

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Education

Morehead State University

Morehead, KY

Bachelor of Arts, Sport Management, May 2011

Professional Profile

2015- **Farmington Country Club** **Charlottesville, VA**
Membership Coordinator

- Assist the Membership Director with sales and administrative duties related to member recruitment, retention and service
- Respond to all current member inquiries regarding account issues, status, refunds, and privileges with in-depth knowledge of the Club's bylaws and policies and procedures
- Organize and coordinate various membership events and functions, as well as new member tours and orientations
- Work closely with the Membership and Interview Committees with a focus on membership development

2014 **The Greenbrier Resort** **White Sulphur Springs, WV**
Concierge

- Planned and organized activities for hotel and visiting guests
- Served as a contact between guests and various facilities with the hotel and services in the surrounding areas
- In-depth Knowledge of all hotel facilities, amenities and procedures

2011-2014 **The Sea Pines Resort** **Hilton Head Island, SC**
Recreation Coordinator

- Planned and coordinated special and holiday events and team building activities for corporate groups
 - Hired, trained, and supervised recreation staff and interns, pool attendants, and fitness staff
 - Worked closely with the resort marketing department to produce and edit promotional materials
 - Responsible for billing/invoicing and monitoring spending based on budget numbers
 - Served as a member of the Safety Committee, committed to implementing resort-wide policies and procedures
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2011

The Sea Pines Resort

Hilton Head Island, SC

Fitness & Recreation Intern

- Assisted in the planning and execution of summer activities and events
- Provided support to various resort departments including bicycle rentals, marina operations and golf
- Received a full-time offer at the conclusion of the internship