

**Joel Miller**  
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**Education**

*The University of Iowa, Iowa City, IA*

Graduated: May 2019

Bachelor of Science, SRM- Sport and Recreation Management, Concentration in Communications Public Relations/ Journalism  
Certificate: Event Management

*Grand View University, Des Moines, IA*

Master of Science- Sport Management

Graduated: December 2021

**Work Experience**

*City of Grimes Recreation and Coordinator – Adult Programming/Special Events*

February 2023 - Present

City of Grimes Parks and Recreation, Grimes, IA

- Organized 10 adult programs for the community, including pickleball, adult softball, and basketball.
- Communicated with instructors on adult enrichment programs involving yoga, boot camps, and jazzercise.
- Demonstrated customer service by registering participants for programs and scheduling rentals
- Created three new events for the community; a concert series, movie in the park, Oktoberfest – 1,000 people total attendance
- Supervised six part time rec specialists which included making schedules and assigning daily tasks

*MidAmerican Energy RecPlex Building Attendant/Program Director for Esports*

April 2021- February 2023

West Des Moines Parks and Recreation, West Des Moines, IA

- Scheduled events with the Administrative Assistant
- Arranged tours with perspective customers and clients
- Demonstrated customer service to consumers by answering questions and locating their events
- Designed details for programs at the RecPlex that involved Esports
- Led a group of Event Staff to help coordinate programs and solve issues throughout the event

*Event Management Intern for University of Iowa Athletics*

August 2019-May 2020

University of Iowa, Iowa City, IA

- Managed multiple sporting events on campus, including football and basketball
- Worked 20 hours in the office a week to prepare for upcoming sporting events
- Communicated with officials, teams, and staff regarding arrival times and needs
- Detailed timing sheets to make sure each event ran accordingly and on schedule
- Designated as Official's Coordinator for Big Ten Women's Swimming and Diving Championship

*Support Team Manager for Track and Field/Cross Country Team*

August 2017-May 2019

University of Iowa, Iowa City, IA

- Worked 15-20 office hours per week which included practices
- Aided coaches with recruiting processes such as making recruitment packets and running events
- Consulted with other managers about daily projects
- Prepped team before meets by making schedules and organizing equipment
- Traveled with team to assist them in game day operations

**Volunteer Experience**

*Volunteer, Jr. NBA Challenge, Iowa City, IA*

February 19, 2017

- Worked with a team to organize and run a local basketball event for kids
- Assisted families that registered for the event and answered questions that they had
- Assembled and kept track of the scores and stats during the event