

Alan Vargas

☎ (630) 555-1847 ✉ alan.vargas@example.com 💼 linkedin.com/example/alanvargas 📍 Lisle, IL 60532

SUMMARY

Track and field coach with eight years of collegiate athletics experience focused on throws instruction, student athlete development, recruiting, compliance, and program administration. Leads shot put, discus, hammer, and weight throw training through seasonal planning, technical assessment, video review, competition preparation, and **constructive feedback**. Supports **academic progress**, safety, sportsmanship, conduct, equipment oversight, travel, meet scheduling, performance records, and operating budget documentation. Works closely with admissions staff, families, coaches, officials, alumni, administrators, and campus partners while protecting confidential information. Holds a Master of Science in Sport Management, a Bachelor of Science in Kinesiology, **USA Track and Field Level 1 Coach** certification, and **USTFCCCA Track and Field Technical Certification**. Prepared to contribute thoughtful coaching, dependable operations, and positive student athlete relationships within a collegiate program.

EXPERIENCE

Assistant Track and Field Coach, Throws

July 2024 - Present

Fox Valley College

Elgin, IL

Directs collegiate throws operations for four events, leading seasonal instruction, recruiting, compliance, travel, records, equipment oversight, and athlete support.

- Directed shot put, discus, hammer, and weight throw progressions through technical assessment and **competition planning**.
- Evaluated practices with video review, training logs, and **athlete feedback** to refine technique and training safety.
- Coordinated admissions recruiting contacts while documenting prospect activity under NCAA Division III Bylaw 13.
- Tracked academic checkpoints and connected student athletes with **campus resources** supporting conduct and **social responsibility**.
- Organized travel, meet entries, **equipment movement**, and competition day logistics for the throws group.
- Mentored coaching support while maintaining **performance records** and escalating facility concerns before training disruption.

Track and Field Assistant Coach

August 2022 - June 2024

Lakeview Liberal Arts College

Chicago, IL

Supported collegiate throws coaching and **program operations** through recruiting, practice planning, records management, **travel coordination**, spending documentation, and community relationships.

- Coached collegiate **throws** within weekly plans supporting athlete readiness, safe procedures, and competition preparation.
- Built practice plans around competition calendars while reinforcing controlled throwing area procedures and athlete safety.
- Supported freshman and **transfer recruiting** through prospect evaluation, **family conversations**, visits, and accurate program guidance.
- Maintained athlete marks, meet results, roster information, and **historical statistics** for athletics communications archives.
- Prepared transportation and lodging details for away meets while reconciling trip documents against approved spending.
- Represented athletics at meetings and community events with officials, alumni, campus staff, and opposing programs.

Assistant Throws Coach

August 2020 - July 2022

Midwest Christian University

Wheaton, IL

Delivered supervised throws instruction while supporting **recruiting**, compliance, **academic monitoring**, equipment safety, meet scheduling, travel preparation, and budget records.

- Delivered throws instruction emphasizing repeatable mechanics, competition preparation, **sportsmanship**, and athlete safety standards.
- Adjusted drills and technical cues using practice observations and competition results within established season plans.
- Monitored **equipment inventories** and throwing area conditions, documenting repair needs and safe training alternatives.
- Supported recruiting records and **prospect follow up** while applying NCAA Division III compliance practices.
- Reviewed academic progress with coaching staff while reinforcing study expectations and responsible conduct.
- Supported **meet scheduling**, entries, travel preparation, and operating budget documentation for program activities.

Graduate Assistant, Track and Field

August 2018 - July 2020

River Bend University

Rockford, IL

Supported a collegiate track and field program while completing graduate study, contributing to throws practices, athlete records, meet operations, recruiting, safety, and academic support.

- Supported throws practices while leading **drill stations** and documenting **athlete technique** for coaching review.
- Prepared practice equipment and throwing sectors, completed safety checks, and communicated **maintenance needs**.
- Recorded practice and meet performances in spreadsheets, producing **season summaries** for athlete development and history.
- Coordinated **home meet setup** and **away meet itineraries** for a multi event collegiate program.
- Guided student athletes toward tutoring and academic support resources after progress reviews identified concerns.
- Assisted recruiting visits and family information sessions while following established Division III recruiting procedures.

PROJECTS

Collegiate Throws Performance Archive 📅 2024

Created a structured recordkeeping process for marks, meet results, technique observations, and season summaries, giving coaches and athletes a clearer shared view of progress.

Division III Recruiting Operations 📅 2023

Coordinated prospect information, family conversations, campus visits, and compliance records, helping connect recruiting communication with academic and athletics opportunities.

LEADERSHIP & AWARDS

- USA Track and Field Level 1 Coach recognition, earned 2021.
- USTFCCA Track and Field Technical Certification, earned 2023.
- Graduate assistant leadership supporting collegiate throws, meet operations, and student athlete development.

EDUCATION

Master of Science in Sport Management2020
Northern Illinois University GPA: 4.0DeKalb, IL
Coursework: athletics administration, compliance, leadership, sport finance

Bachelor of Science in Kinesiology2018
Illinois State University GPA: 4.0Normal, IL
Coursework: biomechanics, exercise physiology, coaching methods, sport safety

CERTIFICATIONS

- USA Track and Field Level 1 Coach 📅 2021
- USTFCCA Track and Field Technical Certification 📅 2023
- Valid Illinois Driver's License 📅 2026

TECHNICAL SKILLS

- **Throws Events:** Shot put, discus, hammer, weight throw
- **Coaching Methods:** Technical instruction, drill design, practice evaluation
- **Recruiting Operations:** Freshman recruiting, transfer recruiting, prospect visits
- **NCAA Compliance:** NCAA Division III, Bylaw 13, rules reporting
- **Athlete Development:** Competition preparation, feedback, performance assessment
- **Academic Support:** Progress reviews, tutoring referrals, campus resources
- **Meet Administration:** Meet entries, scheduling, competition planning
- **Travel Operations:** Transportation, lodging, rental vehicles
- **Program Finance:** Operating budgets, spending records, trip reconciliation
- **Records Management:** Performance marks, statistics, season archives
- **Safety Management:** Equipment inspection, facility checks, repair reporting
- **Communication Tools:** Microsoft Office, spreadsheets, video review

SKILLS

- Throws coaching
 - NCAA compliance
 - Bylaw 13
 - Recruiting
- Practice planning
 - Competition strategy
 - Academic monitoring
 - Staff supervision
- Team travel
 - Budget administration
 - Meet scheduling
 - Performance records
- Equipment safety
 - Student athlete support
 - Microsoft Office

PROFESSIONAL AFFILIATIONS

- USA Track and Field coaching community participant.
- United States Track and Field and Cross Country Coaches Association participant.

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST