

BRANDAN LANE

SUMMARY OF QUALIFICATIONS

- Extensive experience supervising and developing programming for student-athletes
- Excellent interpersonal, oral and written communication skills
- Strong organizational, record keeping, and multitasking abilities
- Experience working with diverse populations and various age groups
- Excellent training and development, leadership, and decision-making skills
- Expertise in track and field coaching and performance assessments

EDUCATION

Eastern Illinois University, Charleston, IL

Master of Science in Kinesiology and Sports Studies, Major: Sports Administration-2020

Eastern Illinois University, Charleston, IL

Bachelor of Science in Kinesiology and Sports Studies Major: Sports Management, Minor: Business Administration-2018

FIELD EXPERIENCE

DeKalb County Schools, DeKalb, GA

Athletic Coordinator III, August 2023- Present

- Guides and directs the athletic programs within the district
- Coordinates game and practice schedules in collaboration with schools
- Assists in the selection process for school-based athletic directors and coaches
- Organizes district-wide schedules for athletic facilities, including tracks, fields, and courts
- Ensures transportation arrangements for student athletes to and from events
- Prepares budgets and allocates spending for staffing, transportation, uniforms, and equipment, maintaining accurate expenditure records

Evanston-Skokie School District 65, Evanston, IL

District Athletic Director, June 2021- August 2023

- Coordinated the scheduling of games and practices with Assistant District Athletic Directors
- Prepared and maintains a master schedule of all district athletic events
- Collaborated with conferences and leagues about scheduling issues
- Coordinated officials and umpires at games and budgets for their compensation.
- Mediated and resolves any disputes between school based athletic directors and/or coaching staff
- Organized athletic facilities district-wide schedule (i.e.tracks, fields, courts, gymnasiums, etc.)
- Ensured transportation for student athletes to and from events

- Prepared budgets and allocates spending on items such as staffing, transportation, uniforms and equipment and accurate records of all expenditures
- Submitted athletic expense request sheets for payment of officials and other staff to the district office
- Maintained First Aid/CPR and Concussion Training records for all coaches and staff
- Facilitated coaches' meetings as well as family meetings before each season to share information about sportsmanship and player/parent expectations
- Assisted in the selection of school based athletic directors and coaches for the athletic program
- Evaluated all athletic programs on an annual basis. Make recommendations for improvement to the Assistant Superintendent of Schools and building principals

Chicago Park District, Chicago, IL

Physical Instructor, May 2021-July 2023

- Supervised employees on a daily basis through sports activities
- Officiated team and individual sports
- Demonstrated proper techniques and skills for recreation and athletics
- Planned and implemented course curricula for instruction of sport, games and competitive athletics
- Provided instructions and supervision to patrons in sports, games and competitive athletics

Eastern Illinois University, Charleston, IL

Internship/ Assistant Track & Field Sprint Coach, August 2019 – May 2020

- Distributed equipment, supplies, and uniforms to students as directed by the head coach
- Organized and directs individual and small group practice activities/exercises as directed by the head coach
- Attended staff development meetings, clinics and other professional activities to improve coaching performance
- Assisted with the planning and directing of recruitment, conditioning, training, and performance of team members in the Sprints and Hurdles
- Assisted the Head Coach, in monitoring student athletes' performance in furthering the success of the team and meeting academic and eligibility criteria

Eastern Illinois University, Charleston, IL

Internship/ Game Operations Assistant, January 2020 – May 2020

- Created operational publications, such as inclement weather policies, emergency response plans, heat management plans
- Managed parking passes, coordinating staffing needs, assisting facility managers in upkeep
- Developed production sheets, timing special events, directing music selection, and assist with half-time entertainment
- Assisted with planning, setting up for, and managing all game day events in a variety of sports

Wendell Phillips High School, Chicago, IL

Internship/ Teachers Assistant, Summer 2018

- Assisted in developed lesson plans for physical education
- Enforced school and class rules to help teach students proper behavior
- Helped with record keeping, such as attendance and calculating grades
- Reinforced lessons by reviewing materials with students one-one or in small groups •
- Helped prepare for lessons by getting materials ready or setting up equipment

PROFESSIONAL EXPERIENCE

Evanston-Skokie School District 65, Evanston, IL

Culture and Climate Coordinator, June 2022-August 2023

- Provided referral based individual and group mentoring support to students of color as identified by district schools who need behavioral support
- Keep accurate student discipline records, documenting all conferences, suspensions, and phone calls for behavior. Maintaining accurate records of disciplinary actions
- Worked collaboratively with the Manager of Student Information to develop relevant data reports for the purpose of improving District methods to identify and monitor students with attendance/discipline issues as well as identifying school and district-wide trends
- Supported School Climate Teams with assessing school data from Branching Minds and PowerSchool
- Provided consultative guidance to building level teams regarding supportive options available to students, parents and teachers on problems relating to student behavior and attendance
- Provided referral based individual and group mentoring support to students of color as identified by district schools who need behavioral support

TRIO/Student Support Services, Eastern Illinois University

Graduate Advisor, August 2018 – 2020

- Worked with a caseload of 30 underrepresented, first-generation, low-income and/or disabled college students for the purpose of retention and graduation
- Maintained bi-weekly contacts with assigned participants, maintain confidentiality of participants records and files, provide on-going academic, personal, professional and financial aid counseling
- Assisted with conferences, new student orientations, and various other duties as assigned

MEMBERSHIP/INVOLVEMENT

N.A.A.C.P, Co-Advisor 2019 - 2020 S.T.R.O.N.G MENToring, Graduate Advisor 2018 - 2020 Student Ambassador, EIU Admissions 2016 - 2018 Track and Field, Student Athlete 2015 - 2019

AWARDS AND RECOGNITIONS

- Silver medalist Ohio Valley Conference 100-meter dash 2019
- Gold medalist Ohio Valley Conference 400-meter relay 2019

- Silver medalist Ohio Valley Conference 400-meter relay 2018
- Gold medalist Ohio Valley Conference 100-meter dash 2018
- 1st Round National Qualifier 100-meter dash 2018
- Silver medalist Ohio Valley Conference 200-meter dash 2018
- Bronze medalist Ohio Valley Conference 60-meter dash 2018
- Bronze medalist Ohio Valley Conference 60- and 100-meter dash 2017
- Gold medalist Ohio Valley Conference 400-meter relay 2017
- Eastern Illinois University Male Student Leader 2015-2016
- Eastern Illinois University Outstanding Minority Inclusion & Engagement Student Athlete 2018-2019
- Member of the 2017 Eastern Illinois University Track and Field Conference Champ. Team
- Member of the 2019 Eastern Illinois University Track and Field Conference Champ. Team
- Coach of the 2020 Eastern Illinois University Track and Field Conference Champ. Team