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# Jay M. Wiseman

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## EDUCATION

2005-Current Bowling Green State University, M.Ed. in Sport Administration, 4.0 GPA (Pending Thesis)  
1998-2002 Ferris State University, BS Degree in Marketing & Professional Tennis Management  
1997-1998 Indiana University, 1 year of Sports Marketing & Management

## EMPLOYMENT

6/8/05- Current **Teaching Professional, Stone Oak Country Club/Toledo Tennis Club, Toledo, OH**

- ◆ Leading and assisting Junior & Adult clinics-Private Instruction
- ◆ Taught the area's top Jr.'s many with National and Sectional Rankings
- ◆ Coached for the club's Junior Tennis Academy
- ◆ Coached several USTA women's teams
- ◆ Handling all stringing for both clubs

11/15/04-Current **Substitute Teacher, Washington Local Schools, Toledo, OH**

- ◆ Served as classroom substitute instructor
- ◆ Acted as substitute for multiple educational disciplines
- ◆ Primarily served as a high school and junior high substitute

5/9/05-2/17/08 **Co-Owner/Operator, Findlay News Distribution Agency, Findlay, OH**

- ◆ Coordination of the daily delivery of the Toledo Blade in Bowling Green & Findlay, OH
- ◆ Coordination of a delivery team composed of fourteen independent contractors
- ◆ Maintaining a high level of customer service to all publication subscribers
- ◆ Appropriately resolving all customer complaints and delivery issues
- ◆ Maintaining proper accounting, payroll, and tax records

9/10/04-5/8/07 **Vol. Assistant Women's Tennis Coach, Bowling Green State University, Bowling Green, OH**

- ◆ Served as Director of the BGSU Invitational Tournament
- ◆ Assisted in player recruitment and evaluation
- ◆ Managed team's equipment needs including stringing and racquet repair
- ◆ Designed and implemented teams comprehensive conditioning program
- ◆ Responsible for strategic analysis and implementation for all doubles teams
- ◆ Responsible practice instruction and match coaching

6/1/06-12/31/06 **Assistant Instructor-College of Education, Bowling Green St. University, Bowling Green, OH**

- ◆ Instruction of the PEG 283-Introduction to Tennis classes
- ◆ Writing tests, quizzes, and other graded materials
- ◆ Evaluating in-class performance of physical and technical skills
- ◆ Updating and maintaining Blackboard Academic Suite records
- ◆ Maintaining Communication with various university offices regarding student performance

2/10/04-6/1/04 **Head Girls Tennis Coach, John Adams Senior High School, South Bend IN**

- ◆ Monitored player's academics and attendance
- ◆ Scheduled practice and match facilities
- ◆ Successfully recruited a full varsity and junior varsity team
- ◆ Managed player and court equipment needs
- ◆ Returned a losing program to a .500 record
- ◆ Coached 4 of my players to All League Honors

12/8/03-4/1/04 **Head Professional, Lakeland Athletic Club, Niles MI**

- ◆ Lead and assisted Junior & Adult clinics-Private Instruction
- ◆ Directed multiple Jr. and Adult tournaments and special events
- ◆ Tripled the clubs stringing revenue as the head stringer
- ◆ Taught the area's top Jr.'s many with National and Sectional Rankings
- ◆ Increased proshop racquet sales by 25%
- ◆ Coached for the club's Midwest Tennis Academy

7/16/02-12/1/03

**Head Professional, Tennis-n-Gear, Dewitt NY**

- ◆ Supervised a staff of 6 certified professional and managed their schedules
- ◆ Created many new programs while also running the existing classes
- ◆ Led the Jr. Program and taught private lessons to area Juniors
- ◆ Directed more than 25 Jr. and Adult Tournaments
- ◆ Taught many of the area's top Jr. players several who held National Rankings
- ◆ Increased proshop merchandise sales by 40% and stringing revenue by 75%
- ◆ Acted as Head of Sponsorship for the Syracuse Area Jr. National Tournament

'98-99, '00-02

**Teaching Staff Manager/Tennis Instructor, Ferris State Racquet Facility**

- ◆ Supervised and scheduled a staff of 12 student tennis instructors
- ◆ Assisted the Head Pros in running the Ferris State Nike Tennis Camps
- ◆ Taught as the lead and assistant pro for Junior and Adult clinics
- ◆ Supervised the student staff at the Petoskey Area Training Center
- ◆ Successfully managed the FSU Tennis Facility's only Adult League for 2 years
- ◆ 1 season as the personal trainer for the nationally ranked Lady Bulldog Tennis Team

Summer 2001

**Head Professional, Eseeola Lodge/Linville Tennis Club, Linville NC**

- ◆ Taught group and private lessons
- ◆ Created lesson plans for the staff of 3 professionals
- ◆ Assisted the Tennis Director with all special events
- ◆ Managed the day to day maintenance of 8 Har-Tru courts
- ◆ Provided all stringing and racquet repair services
- ◆ Took charge of all merchandise inventory, ordering, pricing, and promotion

Summer 2000

**Director of Junior Tennis/Assistant Pro, The Knollwood Club, Lake Forrest IL**

- ◆ Taught as the lead and assistant pro for the club's Adult tennis program
- ◆ Taught as the lead pro for all junior clinics and all private junior instruction
- ◆ Supervised the junior clinic staff
- ◆ Took charge of all Jr. lesson planning and student evaluation
- ◆ Acted as Head Coach for the club's junior travel team
- ◆ Directed The Club Championship Tournaments and other special events
- ◆ Managed all proshop merchandising and promotion

**CERTIFICATIONS**

2002-current

United States Professional Tennis Association: Professional 1

2001-currnet

United States Racquet Stringers Association: Master Racquet Technician

**ACCOMPLISHMENTS**

I have helped to guide the BGSU Lady Falcons to successful showings in the 2004-2006 BGSU Invitational, 2004 & 2005 Michigan Fall Invitational, 2004 Penn State Fall Invitational, and 2006 Northwestern Wildcat Invitational. In my time at BGSU we finished with three consecutive winning seasons, registering at least 12 wins each year and in 2007 reached the Mid American Conference Tournament Semi-Finals for the first time in seven years, prior to my joining the staff, the team experienced a four year period in which the Falcons finished under .500. During the '05 & '06 fall seasons our team qualified 4 players into the singles main draw of the ITA Midwest Regional and 4 teams into the main doubles draw, the team also set a new school record with an eleven (11) match winning streak during the '05-'06 campaign. In my time as Head Professional at Tennis-n-Gear I was able to participate in the running of the 1<sup>st</sup> Annual Syracuse Boy's & Girl's 14 & Under National Tournament as the site director for half of the Boy's draw. Also while in New York my doubles partner and I ended 2003 as the top amateur doubles team in the Men's Open division in Western New York and were undefeated in tournament play. Additionally our Junior Program produced the '02 & '03 New York State Girls Doubles Champs and 22 current collegiate tennis players. At my various jobs in Toledo I have worked with 6 former OHSAA State Champions and more than a dozen collegiate tennis players; including several Big Ten and Atlantic Ten scholarship athletes. Outside of tennis I also co-owned a successful distribution company in the Bowling Green & Findlay areas.

## **REFERENCES**

**Penny Dean, Women's Tennis Coach  
BGSU Athletic Department  
Perry Stadium East  
Bowling Green, OH 43403  
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pennydean5@yahoo.com**

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