

## **Gerard G. Khan**

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### **Objective**

To work as a Football Sports Development Coordinator for a university varsity team

### **Professional Experience**

#### **2001 – Present: Football Sports Development Coordinator, Golden Lions Sports Training Center, London**

- Coordinate production or procurement of all sport training materials and resources.
- Administer the training budgets and prepare disbursement reports.
- Coordinate football training programs between coaches, sponsors and players and support teams.
- Establish relationships with civic organizations, sporting leagues and clubs to solicit financial or logistical support during training and competitions.
- Assist trainers and coaches in the development of players
- Conduct volunteer recruitment, player retention and recognition programs
- Coordinate regular reviews and updates of football training rules and regulations
- Coordinate event requirements between sponsors and participants.

### **Skills**

- Excellent medical and physical fitness
- Strong administrative, leadership and interpersonal skills to handle a team of players and coaches or multiple teams.
- Excellent verbal, written communication and interpersonal skills

### **Achievements**

Cited by management for winning the community interclub football competition in 2008 to 2010.

**Education**

1997 – 2001: High School Diploma, Heston Community School, Hounslow

**Reference**

Can be provided upon request