# **CURRICULUM VITAE (CV) GUIDE**

A CV HAS MULTIPLE COMPONENTS. FOLLOW THIS GUIDE TO HIGHLIGHT YOUR PROFESSIONAL AND ACADEMIC CAREER EFFECTIVELY.



# **PERSONAL**

NAME. PHONE. ADDRESS. CURRENT ACADEMIC RANK





# **SUMMARY**

BRIEF EXPLANATION OF YOUR SKILLS AND ACCOMPLISHMENTS

# **HIGHER EDUCATION**

DEGREE. INSTITUTION. YEAR. CERTIFICATION. GPA





# **EXPERIENCE**

EMPLOYMENT, INTERNSHIPS, TEACHING, RESEARCH, MILITARY

# **PUBLICATIONS**

JOURNALS, PAPERS, BOOKS, ARTICLES, MONOGRAPHS





### **PROFESSIONAL**

AFFILIATIONS, HONORS AND AWARDS, PRESENTATIONS, FELLOWSHIPS

# **MISCELLANEOUS**

VOLUNTEERING, TECHNICAL SKILLS, TRAVEL, LANGUAGES, INTERESTS





# **REFERENCES**

NAME, TITLE, ORGANIZATION, RELATIONSHIP AND CONTACT



#### Sebastian the Ibis

5255 Ponce De Leon Blvd. Coral Gables, FL 33146 (305) 284-5451 toppel@miami.edu

#### **Summary**

Mascot for the University of Miami with experience in promoting an organization and uplifting communities through teamwork, perseverance, and positivity.

#### Education

### University of Miami, Coral Gables, Florida

Master's Degree, Sport Administration

May 1965

#### University of Miami, Coral Gables, Florida

Bachelor's Degree, Sport Administration *May 1961* 

### **Relevant Coursework:**

- Introduction to Sport Administration
- Elements of Sport Psychology
- Sport Facilities and Event Management
- Sport Marketing
- Essential Leadership in Sports and the Professions
- Sport Information Management
- Ethical Decision Making in Sport and the Professions
- Finance and Budget in Sport Administration
- Legal Aspects of Sport
- Problems and Issues in Sport Administration

#### **Employment History**

#### University of Miami, Coral Gables, Florida

Mascot, President Julio Frenk

Represent the University of Miami as a symbol of courage and knowledge.

August 1957 - Present

### **Internship Experience**

#### Watsco Center, Coral Gables Florida

Water Boy, President Julio Frenk

Provide refreshments to the Miami Hurricanes.

August 1956 - August 1957

#### **Licenses/Certifications**

- Certified in CPR
- Physical Therapy license

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#### **Publications and Presentations**

Martz, Jim. Tales from the Miami Hurricanes Sideline: A Collection of the Greatest Hurricanes Stories Ever Told. Sports Publishing, 2017.

#### **Professional Affiliations**

National Collegiate Athletic Association, Atlantic Coast Conference

#### **Honors and Awards**

Iron Arrow Honor Society, Best Mascot of the Year (1957-Present)

### **Teaching Experience**

### University of Miami, Coral Gables, Florida

Teaching Assistant (1967-1970) for Essential Leadership in Sports and the Professions

### **Research Experience**

#### University of Miami, Coral Gables, Florida

Research Assistant (1962-1963) for Professor Clement on Climate Change Project

### **Community Involvement**

Food Pantry, Salvation Army, Boys and Girls Club, Hurricanes Holiday Gift Drive

#### **Technical Skills**

- Proficient in HTML/CSS/Javascript
- Advanced in Adobe Creative Cloud (Photoshop, InDesign, Illustrator)

#### **Exposure to Cultural Experiences**

- ULatinAmerica Study Abroad Program
- UParis Study Abroad Program

#### Foreign Language Skills

- Advanced Spanish
- Conversational Mandarin

#### **Research Interests**

A follow-up research study of Climate Change's effect on Miami's sea levels.

#### References

### President Julio Frenk, University of Miami, Supervisor

jfrenk@miami.edu

(305) 284-5155

#### Dr. Patricia A. Whitely, University of Miami, Supervisor

pwhitely@miami.edu

(305) 284-4922