

Juan A. Olivo

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Education

Doctoral of Higher Education Texas A&M University-Commerce, Texas	Expected 2026
Master of Science, International Sport Management Texas A&M University-Commerce, Texas	May 2023
Bachelor of Science, Sport & Recreation Management, and Minor in General Business Texas A&M University-Commerce, Texas	August 2021

Relevant Experience

Texas A&M University-Commerce, Office of Student Engagement

Student Engagement Coordinator

September 2023 - Present

- Serve as the advisor for the Campus Activities Board (CAB). Supervising CAB Officers, including coordinating the officer selection process, meeting weekly with officers, and reviewing officer hours to ensure officer requirements for paid positions.
- Assists CAB members in planning, Implementing, and evaluating programs effectively. Provide on-site support for CAB programs. Attend general and executive board meetings.
- Advised student workers and leaders within the Campus Activities Board on related programs and day of events such as Late-Night Programming, Homecoming Week, Weeks of Welcome, etc.
- Responsible for maintaining fiscal responsibility for the CAB budget in collaboration with student leaders.
- Collaborates with the CAB officers to set the direction, vision, and goals for CAB each year, and review goals throughout the semester.
- Implements a risk management plan for each event and follows all University-related guidelines.
- Negotiates contracts with local and national agencies. Review all contracts to ensure University guidelines are followed.
- Attends and takes students to the National Association for Campus Activities (NACA) conference(s) or other applicable conferences. Coordinate travel for conference delegation.
- Participates in university-wide committees and professional development opportunities.
- Actively participate in division and department initiatives, programs, and events. Develops and implements new initiatives as appropriate.

Texas A&M University-Commerce, Office of Student Engagement

Graduate Assistant, Programming & Events

January 2022 – May 2023

- Assisted in large-scale programming for the campus and community of Texas A&M University-Commerce.
- Acted as Interim Student Engagement Coordinator for Campus Activities Board in their absence
- Advised student workers and leaders within the Office of Student Engagement on related programs and day of events such as Homecoming Week, Weeks of Welcome, National Day Programming, Senior Send-Off, etc.
- Developed and distributed marketing materials for campus events through campus visits and social media
- Assisted the Associate Director of Student Engagement with contracting, staffing, and day-of-show logistics for the annual Homecoming Bonfire & Fireworks show for over 2,000 students and community members
- Oversaw and advised the Homecoming Committee consisting of 10 students in preparations for Homecoming Week marketing, events, budgeting, and logistics
- Presented during summer orientation on how to get involved with various student organizations within the Office of Student Engagement
- Organized and planned Lions Roar Spring 2023 with cross-campus collaboration and programming for all students with a budget of \$10,000

Texas A&M University-Commerce, Lion Athletics*Graduate Assistant, External Relations*

August 2021 - December 2021

- Oversaw and managed all things ticket related for Lion Athletics
- Coordinated and managed student workers for Game Day Experience
- Facilitated Lion Athletics Tailgate for all home games as Tailgate Coordinator. Ensure all tailgate spot holders receive necessary information regarding their tailgate number, price, location, and rules & regulations.
- Supervised Game Day Experience for home football and basketball, Men's and Women's, games. Fan Experience and on-field/court presentation.
- Oversaw all cashiers and student workers within Lion Athletics

Texas A&M University-Commerce, Lion Athletics*Student Worker, External Relations*

January 2021 - August 2021

- Assisted in marketing plans for football, basketball, and soccer to implement in the upcoming season.
- Registered season ticket holders with an account and VIP seating for all home football games.
- Registered season tailgate spot holders with an account and tailgate spot(s).
- Developed and oversee all ticketing needs for home games.
- Oversaw cashiers and managed tickets for home games and Lone Star Conference tournaments.

Undergraduate Involvement**Gamma Alpha Mu Epsilon (G.A.M.E.), President**

January - December 2022

- Implemented volunteer opportunities for all Sport & Recreation Management major students within the sport industry
- Assist in the search for Internships for a majority of Sport & Recreation Management students
- Advise and council G.A.M.E. members to plan events

Roll N' Shoot Wheelchair Basketball Tournament

April 2020

- Head of Logistics & Planning, planned fundraising event at Texas A&M University-Commerce and raised \$2,000 for Special Olympics

Research

- Applied Sport Management Association, Community Engagement for Sporting Mega Events 2020

Communication

- Translated for Spanish-speaking families in the Commerce community

Other Work/Volunteer History

- Office Aid, Trio Upward Bound, Texas A&M University-Commerce June 2017- October 2020
- Office Assistant, Latson's Print Services, Inc. Commerce, Texas August 2016- September 2019
- Volunteer, Armed Forces Bowl, Operations, TCU 2020
- Volunteer, Round Rock Classic, Admin, Dell Stadium 2020
- Volunteer, MLS Mexico V Croatia, Ball Boy Manager 2018

Planning/Committee Experience

Lions Roar, TAMUC	2022-Current
Family Weekend, TAMUC	2022-Current
Homecoming Week, TAMUC	2022-Current
Senior Send-Off, TAMUC	2022-2023
Block Party, TAMUC	2022

Professional Development

NACA National Convention
NACA National Convention
NACA Programming Board Institute
NACA Showcase Committee

2023
2022
2022
2022

References

Donovan Burriss
Director of Resource Development
Baylor University
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Dr. Fred Fuentes
Executive Director of Latinx Engagement and Outreach
Texas A&M University-Commerce
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