

ERIC SABIN

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ADMINISTRATION, OPERATIONS AND FINANCIAL MANAGEMENT

As a top-performing professional with comprehensive knowledge of administration, finance and accounting, operations, capital project management and information technology, I have extensive experience in organizational management and leadership with primary practical application in the collegiate sports industry. I have notable business acumen and a strong command of operational and financial principles that I believe can be an asset to many different areas of an established and admired organization.

AREAS OF EXPERTISE

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|----------------------------------|-------------------------------|-------------------------------|
| ▪ Operations Management | ▪ Budget Management | ▪ IT Management |
| ▪ Sport Administration | ▪ Capital Project Management | ▪ Ticket Solutions |
| ▪ Financial Management | ▪ Contract Management | ▪ Human Resources |
| ▪ Financial Analysis & Reporting | ▪ Audit & Reporting Oversight | ▪ Multi-Department Management |

PROFESSIONAL EXPERIENCE

ASSOCIATE ATHLETIC DIRECTOR, FINANCE

April 2016 – Current

INTERIM ASSOCIATE ATHLETIC DIRECTOR, FINANCE

May 2015 – April 2016

The University of Memphis, Memphis, TN

- Oversee all fiscal responsibilities and legal contracts for Athletic Department and Athletic Foundation.
- Assist Director of Athletics with approval of annual department budget and long range financial plans.
- Provide accurate financial analysis and forecasts monthly, quarterly and at the close of the fiscal year.
- Develop fiscal year budgets for all departments and sports programs and implement budgetary controls.
- Manage all daily functions of the Athletics Business Office and staff including accounts receivables/accounts payable, bookkeeping and accounting functions for all Sport Programs, Departments and Foundation Funds.
- Serve as department liaison to University Business and Finance, Bursar's Office, Procurement, and Legal Counsel.
- Provide department salary administration and act as liaison for University Human Resources personnel actions.
- Prepare NCAA Audits, Department of Education EADA reports and American Athletic Conference reports.
- Develop and manage administrative, business, and operations policies as well as enforcing procedures with staff.
- Oversee financial operations, planning and scheduling of Capital Campaigns and facility projects including contract management and cash flow analysis of \$40M basketball training and indoor football facilities.
- Directly supervise Equipment Operations Department and Equipment Managers.
- Oversee Athletic Ticket Office operations, staff and third party Ticket Sales staff.
- Manage athletic information technology staff and enforce policies for efficient inventory management.
- Supervise Events & Facilities staff, game operations and liaison to University Campus Planning & Physical Plant.
- Sport Supervision of Men's Golf, Women's Golf and Rifle teams.
- Represent Athletic Department in Title IX, Institutional Equity and Diversity Initiatives with University.
- Serve as University representative for American Athletic Conference Finance Committee.

ASSISTANT ATHLETIC DIRECTOR, BUSINESS OPERATIONS

June 2014 – May 2015

The University of Memphis, Memphis, TN

- Managed all daily functions of the Athletics Business Office and staff including accounts receivables/accounts payable, bookkeeping and accounting functions for all Sport Programs, Departments and Foundation Funds.
- Oversight of Game Operations Department and staff for all home competitions and hosting of post-season or conference tournaments and manage relationships with FedEx Forum and Liberty Bowl Stadium Event Staff.
- Directly supervised Equipment Operations Department and Equipment Managers.
- Oversight of Sports Medicine Department and Athletic Training Staff.
- Sport Supervision of Men's Golf, Women's Golf and Rifle Teams.

- Managed all Ticket Office financials and reconciliation as well as supervision of ticket office business analyst.
- Provided expense budget reports and develop fiscal year budgets for all departments and sports programs.
- Prepared NCAA Audits, Department of Education EADA reports and American Athletic Conference reports.
- Administered facilities and event financial statements, settlements and reporting.
- Managed athletic information technology employee and enforce policies for efficient inventory management.
- Restructured Athletic Video Operations department including assignment of personnel and sport duties.
- Proposed and Developed administrative, business, and operations policies for Athletic Department, including creation of a new Policy and Procedure Manual.
- Served as Home Game Administrator for Football and Men's Basketball contests, including acting as the athletics liaison for game officials, visiting teams, visiting administrators and conference representatives.

ATHLETICS BUSINESS MANAGER

June 2013 – June 2014

The University of Memphis, Memphis, TN

- Managed all daily functions of the Athletics Business Office and staff including accounts receivables/accounts payable, bookkeeping and accounting functions for all Sport Programs, Departments and Foundation Funds.
- Restructured Athletic Business Office personnel assignments and duties to streamline processes and procedures.
- Oversight of Game Operations Department and staff for all home competitions and hosting of post-season or conference tournaments and manage relationships with FedEx Forum and Liberty Bowl Stadium Event Staff
- Directly supervised Equipment Operations Department and Equipment Managers.
- Managed all Ticket Office financials and reconciliation as well as supervision of business analyst within the Athletics Ticket Office.
- Oversaw implementation of ticketing system and network infrastructure at Liberty Bowl Memorial Stadium.
- Assisted in revision of Athletic Marketing Strategy and Implementation for realignment with University program.
- Provided expense budget reports and develop fiscal year budgets for all departments and sports programs.
- Prepared NCAA Audits, Department of Education EADA reports and American Athletic Conference reports.
- Managed athletic information technology employee and enforce policies for efficient inventory management.
- Developed and updated administrative, business, and operations policies as well as enforcing procedures with staff.
- Served as Home Game Administrator for Football and Men's Basketball contests, including acting as the athletics liaison for game officials, visiting teams, visiting administrators and conference representatives.

BUSINESS OPERATIONS ANALYST

April 2011 – June 2013

San Jose State University (SJSU) Athletics, San Jose, CA

- Managed accounts receivables/accounts payable functions to ensure accurate processing of state-issued funding.
- Developed relationships with vendors to improve efficiencies and promote positive business practices.
- Assisted in the preparation of NCAA Audits, Department of Education EADA reports and NCAA EADA reports.
- Administered facilities and event financial statements, settlements and reporting in Archtics Ticketing Database.
- Assisted in the planning and implementation of Football Stadium Videoboard and Production Control Room.
- Managed athletic information technology and network policies, work orders and planning for technology improvements and processes including supervision of University assigned IT employees.
- Assisted game operations management staff and contributed to marketing and ticketing efforts.
- Served as an Instant Replay Coordinator and Technical Engineer for Video Board Production.

ASSISTANT EQUIPMENT MANAGER

August 2009 – April 2011

San Jose State University Athletics, San Jose, CA

- Managed several work streams related to equipment for multiple sports programs on a daily basis.
- Led efforts to initiate and launch New Main Campus Equipment Room and Student Equipment Manager Program.
- Managed student equipment managers including assignments, schedules and evaluations.
- Managed all aspects of equipment and apparel inventory and dissemination for events and game day.
- Processed orders from Nike® and other suppliers, ensuring order accuracy and timely payment.
- Maintained organization of equipment via inventory management and bar code systems.

ASSISTANT FOOTBALL EQUIPMENT MANAGER

July 2008 – April 2009

Florida State University Athletics, Tallahassee, FL

- Managed more than 12 student equipment managers to execute daily athletic program and game day tasks.
- Maintained football equipment and apparel inventory including performing regular equipment safety and prevention checks.

EDUCATION & TRAINING

Doctorate, Higher Education Administration, The University of Memphis, Memphis, TN – Expected 2018
Master of Science, Sport Commerce, The University of Memphis, Memphis, TN - 2012
Bachelor of Science, Finance, Florida State University, Tallahassee, FL - 2007
Television and Film Magnet Program, Palm Beach Gardens High School, Palm Beach Gardens, FL - 2003

AWARDS & DISTINCTIONS

Adjunct Instructor, Sport Commerce Program, Events & Facilities/Finance – 2016 to 2017
Board of Directors, Kemmons Wilson School of Hospitality, Tourism and Sport – 2017 to 2019
Committee Member, NCAA Men's & Women's Rifle – 2015 to 2019
Senate Member, University of Memphis Staff Senate – 2015 & 2016
Committee Member, University of Memphis PCI Security– 2014 to 2017
Committee Member, University of Memphis Parking & Transportation – 2014 to 2017
Assistant Tournament Manager, NCAA South Regional Men's Basketball Tournament – 2014 & 2017
Tournament Manager, American Athletic Conference Men's Basketball Tournament - 2014
Chairman, Spartan Football Golf Tournament – 2011 & 2012
Council Member, San Jose State IT Management Advisory Council - 2012 & 2013
Member, National Association of Collegiate Directors of Athletics (NACDA)
Member, Collegiate Event and Facility Management Association (CEFMA)
Member, Collegiate Athletic Business Manager Association (CABMA)
Member, Minority Opportunities Athletic Association (MOAA)
Member, American Equipment Managers Association (AEMA)
Eagle Scout, Boy Scouts of America – 2002

REFERENCES

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