

Matt Kuhn

Education

University of Phoenix *Yongsan, S. Korea, Jan.2010-Present*

MBA Program GPA: 3.5 Expected graduation date: 2012

University of Northern Iowa *Cedar Falls, Iowa Aug. 2002-Dec. 2005*

B.A. Degree in Leisure Services: Outdoor Recreation and Programming Administration; a Certificate in School Age Services
GPA: 3.28

Wartburg College **Waverly, Iowa** *Aug. 2001-May 2002*

Studied Teacher Education and General Education

Work Experience

Middle School/Teen Director *Yongsan, S. Korea, US Army NF-4 Dec 2008 – July 2010*

Responsibilities include managing three facilities in a large CYSS program with up to 200 spaces as well as direct site supervision of the largest program. As director responsibilities include program administration, program planning, and special event planning. Additional duties included managing up to 15 staff members. Supervisor: Claudette Mohn

Youth Center Director *Chinhae, S. Korea US Navy NF-3 Nov. 2006 - Dec 2008*

Responsibilities include managing a Child Development Group Home Program, Youth Sports Program, Middle School Program, a CYS trainer, a School Age Care Program to include a Before/Afterschool services and a Summer Camp Program. Additional duties include training and curriculum, special events, and managing 6 staff members. Supervisor: Gary Larose

Water park Supervisor *Saipan, Mariana Islands World Resort Dec. 2005-July 2005*

Responsibilities included supervision of 30 employees at one time, scheduling staff and events, training employees, hiring staff and other duties as assigned. As the company was new my job was to initiate most of the operating procedures, training of the new staff and overall issues that come with a new program. Supervisor: Glenn Policaire

Special Events Intern *Bremerton, WA US Navy West Sound Special Events May 2005-Aug 2005*

Responsibilities included planning, programming, coordinating and evaluating special events for all ages. Programming included Liberty programs, outdoor recreation as well as general community activities during the summer months. The events ranged from 15 people to 5,000 to include Bangor fest and 4th of July community activities. Supervisor: Tammie Van Diest

Middle School Camp Director *Katterbach, Germany US Army June 2004-Aug 2004*

Responsibilities included programming, planning and administering a summer camp for 25 youth along with supervision of 2 staff members. Programming included a well rounded middle school program to incorporate trips, arts, sports along with other areas. Through hard work the summer camp tripled in size from the previous year. Supervisor: Angela Glanz

Camp Adventure Marketing Office *Cedar Falls, IA Dec 2002-May 2005*

Responsibilities included creating and distributing materials for summer programs and staff development trainings. Duties also included working with staff development to train staff for the summer programs. Supervisor: Jason Lau

Adventure Plus Director *Seoul, S. Korea US Army June 2003-Aug. 2003*

Responsibilities included programming, planning and administering a summer camp for 30 youth aged 9-10 years old along with supervision of 3 staff members. Programming included a well rounded day camp program to incorporate trips, arts, sports along with other areas. Supervisor: Heidi Van Beek

Sports/Adventure camp counselor

China Lake, CA US Navy

June 2002-Aug. 2002

Responsibilities included programming, planning and supervising 15 children aged 10-12 years old. Sports focused on included soccer, basketball, softball, football, rock-climbing, kayaking, and backpacking. Supervisor: Adam Nielson

Certifications:

Army Basic Managers Course Jan.2010

Food Handlers Certificate Sept 09

Current CPR + First Aid Certification

Navy MWR Managers Certification March 2008

Blood Bourne Pathogens Training Oct 2009

Open Waters Scuba Certification June 2006

Navy Star Customer Service June 2005