

Rachel Marie Mergenthal
 203 Max Hampton St.
 Bowling Green, KY 42101
 859-652-6164 Rachel.mergenthal@gmail.com

EDUCATION

M.S., Western Kentucky University

Recreation and Sport Administration

Certificate: NCAA Compliance

Certificate: Intercollegiate Athletics

B.A., Georgetown College

Communication and Media Studies

PROFESSIONAL EXPERIENCE

Admissions Counselor- Western Kentucky University (July 2019-Present)

- Recruiting first time freshmen and transfer students to attend WKU
- Managing a territory of 99 high schools in Kentucky
- Coordinating a monthly travel calendar to visit each high school
- Attending weekly recruitment team meetings
- Assisting with Topper Orientation Programming
- Corresponding with students, parents and counselors daily
- Serving as a liaison for incoming students and parents
- Working alongside various student enrollment departments
- Conducting presentations to groups of 10-150 high school students

Camp Happy Days Counselor- Bowling Green Parks and Recreation (May 2018-July 2019)

- Responsible for 20 adults (each session) with physical and or intellectual disabilities
- Attended First-aid, CPR and crisis management trainings to become certified
- Planned weekly schedules of events with other co-counselors
- Efficiently monitored 25 campers at the end of each day, during late pickup
- Assisted with planning and implementation of team building exercises with other parks and recreation staff members

Graduate Teaching Assistant- Western Kentucky University (August 2018-May 2019)

- Worked alongside professors in the Sport Management department to plan and facilitate the following courses:
 - SPM 200: Introduction to Sport Management
 - Created and taught a special populations lecture
 - SPM 290: Sport Management Seminar
 - Assisted with learning activities
 - Created and taught various lectures
 - Reviewed and critiqued 50 resumes and cover letters
 - Graded course materials
 - SPM 300: Public Policy in Sport (online)
 - Graded tests, assignments and essays

- SPM 315: Sport Communication
 - Created and taught a lecture on non-verbal communication
 - Graded journal entries
- SPM 404: Sport Facility Management
 - Taught a lecture to cover this class
 - Graded journal entries
- SPM 452: Sport Leadership and Management
 - Organized students into “pairs” and “pods” in for a semester long research project
 - Created learning activities
 - Reviewed final projects
 - Reviewed journal entries
- SPM 454: Sport Governance
 - Taught a lesson on Paralympic sport
 - Created quizzes and review games
 - Graded quizzes, assignments and essays
- Assisted with qualitative and quantitative research in the Sport Management department, specifically related to the Birkman Assessment
 - Participated in trainings and informational sessions
- Planned the 12th annual non-profit luncheon

Graduate Research Assistant- Western Kentucky University (August 2017-May 2018)

- Conducted qualitative research for the Hospitality Management and Dietetics department
 - Coded previously transcribed research for themes
- Applied for and received an RCAP (research and creative activities program) through WKU
 - Helped write and edit a literature review and introduction for the RCAP
- Worked independently to meet deadlines for projects and creating new strategies for future research
- Applied for grants for future research projects
- Organized literature reviews amongst other documents

Sales Coordinator- TownePlace Suites (January 2017-July 2017)

- Enlisted 20 new partnerships within the community and negotiated hotel rates with individuals and groups
- Developed contracts for each group that booked their stay at the hotel
- Participated in bi-weekly revenue calls and booking updates
- Established five new sales packages
- Managed all of the conference room bookings and sales
- Kept an organized record for all paperwork
- Completed FOSSE systems training
- Met with local business partners and created discount room rates
- Attended professional development trainings

Education and Outreach Liaison. Colon Cancer Prevention Project (September 2016- July 2017)

- Liaison in Lexington for the Colon Cancer Prevention Project
- Organized volunteers, conference sites, and monthly committee meetings
- Solicited donations for annual 5k and dinner
- Worked alongside various organizations
- Promoted and advertised for annual events in the area

SERVICE ACTIVITIES

Kappa Delta Sorority:

Chapter Advisory Board- Chair (July 2019-present), Operations (July 2017-July 2019)

- Nominated for the “2020 Outstanding Advisor” award
- Mentoring and advising 140 members of the local Kappa Delta chapter
- Working alongside nine other advisors to ensure chapter efficiency
- Reporting monthly to a Chapter Services Coordinator
- Strategic planning to ensure chapter goals are effectively carried out
- Advise the chapter on best practices in accordance with national and local regulations
- Conduct enforcement and education of national, chapter, and campus policies
- Assist with all chapter recruitment and retention activities
- Managed the finances of the Housing Corporation, including rent payments, repairs, deposits, and construction
- Organize and implement trainings for advisory board

Down Syndrome Association of South Central Kentucky, Volunteer (July 2017-present)

- Developed and taught an inclusive yoga class twice a week
 - Facilitated a yoga research study with WKU’s Physical Therapy department
- Delegate tasks to adults during the Life Skills portion of their day
- Assist with marketing and the planning for the annual Buddy Walk
- Planned fundraising initiatives for annual “Derby Gala”
- Served as the “Team Check-In” Coordinator
- Selected as the 2019, “**Volunteer of the Year**” at the annual volunteer banquet

Special Olympics Kentucky, Head Cheerleading Coach (September 2017-present)

- Choreograph a halftime performance for regional and state tournaments
- Mentor and coach 9-12 cheerleaders with physical and intellectual disabilities throughout the season
- Participate and volunteer at other local Special Olympic events

Bowling Green Parks and Recreation, Volunteer (July 2017-present)

- Developed and teach a weekly inclusive yoga class for the Special Populations Community
- Completed a qualitative research study with the Wheelchair Basketball program (in place of a semester long practicum)

PUBLICATIONS

- Forsythe, S. A., Upright, P. A., **Mergenthal, R.**, & Jordan, T. A. (2019). The Impacts of a Head Coaching Change on Intercollegiate Student-Athletes. *KAHPERD Journal*, 56(2), 73-85.
- McCoy L., & **Mergenthal, R.** (2018). Considering the Legality of NCAA Show-Cause Orders. *Journal of NCAA Compliance*. 3-4.

PRESENTATIONS

- Forsythe, S. A., Upright, P.A., & **Mergenthal, R.**, (2019). Managing Stress Behaviors: Utilizing the Birkman Method to Develop a Pilot Program for a Division I College Football Program. Applied Sport Management Association Annual Conference, Nashville, Tennessee.
- Forsythe, S. A., **Mergenthal, R.**, & Upright, P.A. (2019). Sport Leadership and Management: Utilizing the Birkman Method in the Classroom to Enhance Student Development. North American Society for Sport Management Teaching and Learning Fair, New Orleans, Louisiana.

- Adams, S., Warning, C., Wade, T., Furgal, K., Norris, E., **Mergenthal, R.** Adults with Down Syndrome: Impact of Yoga on Functional Mobility. APTA Academy of Pediatric Physical Therapy Annual Conference (APPTAC)