

Allen Franklin
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Ms. Bolser,

I have enjoyed success in my chosen field of college athletics and am now looking to move into the area of local government. Having majored in Political Science, I have always enjoyed the idea of being a part of, and working in, local government. I am applying for the position of Bunnell City Manager listed on the Bunnell city website.

While I have taken a detour from my Political Science major, by working in college athletics, I think the experience is relatable across sectors. I have worked at a large state university and a small private university, both with their own challenges and rewards. I have dealt with employees, both students and full time employees, and the unique issues that come with both. I have dealt with budgets, having to meet goals year in and year out all the while providing our coaches with everything expected of a BCS level football program. In my role as Operations Assistant, I am accustomed to planning, in detail weeks and months in advance. I am also accustomed to those plans being upended for one reason or another, and improvising in a way that gets the job done and gives my team the best chance for victory. I think all of this experience will be valuable in the role of City Manager.

I would like to be the next City Manager in Bunnell, Florida. I would appreciate the chance to discuss my experience and qualifications for the position as well as learn more about this great opportunity. I am enclosing my resume for your consideration, if you have any questions or need additional information, you can reach me by phone or e-mail listed above.

Sincerely yours,

Allen W. Franklin

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OBJECTIVE To obtain a position in local government.

EDUCATION Bachelor of Arts in Political Science, May 2002
The University of Georgia, Athens, Georgia

SKILLS Panasonic P2 Cameras and Mobile Editing System
DVSPORT Editing System for Football
AVID Non-linear Video Editing System
Pinnacle (now XOS) Sports Pro for Football
Pinnacle Liquid Purple Post-Production Software
Multiple Sony DVCAM Cameras and Decks
Sony ½" Beta SP Camera and Deck
Panasonic DVCPRO Camera and Deck
Apple Final Cut Pro Post-Production Software

**WORK
EXPERIENCE**

Video Coordinator and Football Operations Assistant

Wake Forest University Athletic Department
Winston-Salem, NC, July 2006-current

- Continued with all responsibilities from previous assignment as Video Coordinator.
- Responsible for the creation and implementation of the Audio/Visual budget
- Assisted in the preparation of Football Operations budget
- Assisted in the preparation of travel and lodging for all home, road and bowl games
- Responsible for the distribution of meal and travel money.
- Assisted scouts from various professional football leagues both large and small in their use of film and observation of players at practice.

Video Coordinator for Football

Wake Forest University Athletic Department
Winston-Salem, NC, July 2003-July 2006

- Continued with all responsibilities from previous assignment as Video Intern position eliminated.
- Selected, tested and acquired new equipment, maintained and serviced current equipment.
- Responsible for acquiring film from various sources each week for the weekly highlight film.
- Coordinated the production of the weekly highlight film to be played for the team prior to each game.
- Filmed various off-the-field Athletic Department events and banquets.

Video Intern for Football

Wake Forest University Athletic Department
Winston-Salem, NC, August 2002-June 2003

- Coordinated the videotaping of all WFU football games, all practices and weekly press conferences.
- Direct supervision, training and scheduling of student video assistants.
- Responsible for weekly submission of game tapes to the Atlantic Coast Conference Head of Officials.
- Organized and distributed both tapes and non-linear disk drives each week to coaches, opponents and Conferences and the National Football League.
- Catalogued all games and practices in the Sports Pro Football editor.

Senior Student Video Coordinator

The University of Georgia Athletic Association
Athens, GA, January 1998-May 2001

- Coordinated the videotaping of all UGA football games and practices and all home basketball games.
- Direct supervision of student video assistants.
- Responsible for weekly submission of game tapes to the Southeastern Conference Head of Officials.
- Organized and distributed over one hundred tapes each week to coaches, opponents and Conferences.
- Catalogued all games and practices in the AVID sports editor.

Video Coordinator and Assistant to the Director

Jim Donnan Football Camps
Athens, GA, June 1996-2000

- Assisted in the registration of hundreds of campers annually.
- Organized the videotaping of placekickers attending the camps.
- Edited and distributed over one hundred camper's personal videotapes annually.

Assistant Manager

Franklin Hardware
Athens, GA, June 1993-September 1997

- Responsible for accounts receivables and monthly billing
- Compiled and placed orders
- Retail sales and customer service

ENRICHMENT OPPORTUNITIES

Member of the Collegiate Sports Video Association since 2003
Member of American Football Coaches Association since 2005
Member of the support staff for:
1995 Peach Bowl participant
1997 Outback Bowl Champions
1998 Peach Bowl Champions
1999 Outback Bowl Champions
2000 O'ahu Bowl Champions

2002 Seattle Bowl Champions
2006 Atlantic Coast Conference Champions
2007 Orange Bowl participant
2007 Meineke Car Care Bowl Champion
2008 EagleBank Bowl Champion
2011 Music City Bowl participant

OTHER

Attended UGA on a full scholarship through football video work study program.
Member of the University of Georgia Fellowship of Christian Athletes 1996-2000.
Volunteer for Winter and Summer Georgia Special Olympics.

REFERENCES

Available upon request