**(703) 798-1809** **Cortez Taylor** [**corteztaylor.career@yahoo.com**](mailto:corteztaylor.career@yahoo.com)***Falls Church, VA 22042***

**Summary**

Former NCAA Collegiate Student-Athlete. Experienced scout and coach with several years working with youth, high school, and college athletes. Dynamic personality with a diverse background and professional experience.

**Education**

**Master of Business Administration in Sports Management** August 2019  
*Tiffin University* Online*Current GPA: 3.83***Bachelor of Science in Criminal Justice** May 2016  
*Stevenson University*  Stevenson, MD

**Professional Experience**

**Perfect Performance NOVA**  April 2019- *Present Intern Director of Football*  Tysons, VA

Responsible for managing all aspects of Perfect Performance football program ages 6-17. Direct communication on a daily basis with the Owner and prospective athletes. Various duties including budget, travel, practice regiment, recruiting, development of annual programs and events, student-athlete development and academic encouragement.

*Speed and Agility Coach*

Train group of athletes during 60- minute sessions that include technical speed skills, mobility, and joint stability exercises. Create challenging, functional, and innovative speed/multidirectional exercises. Instruct and correct athletes body position when performing exercises or drills. Create personal training programs that address specific sports injuries.

**Capital Sports Talk**  January 2019- Present  
*Founder/Sports Blogger*  Fairfax, VA

Provide on-site coverage, interview key individuals, develop game/feature stories while effectively using technology to enhance online circulation. Develop and maintain positive relationships with area athletes, coaches, parents & fans. Develop weekly plan for game/feature story coverage. Write pieces on variety of sports in the Washington D.C. metropolitan area from high school sports to professional sports.

<https://capitalsportstalk.weebly.com/>

**Culin, Sharp, Autry & Day, PLC** January 2018- April 2019  
*Paralegal*  Fairfax, VA

Accurately entered client data into firm-based databases (Worldox and Amicus). Organized client and opposing attorneys’ correspondences, prepared mailing, and handled high call volume. Prepared case exhibits and evidence binders in advance of trial, deposition, meditation & conferences. Performed online and offline research to assist attorneys in related casework. Drafted all pleadings and discoveries. Managed each attorney’s calendar and master calendar.

**UnWined Gourmet** April 2016- January 2018  
*Sales Associate* Alexandria, VA

Provided inventory recommendations to Owner. Sold merchandise and assisted customers in the selection of merchandise. Maintained client relationships and identified proactive ways to continue the relationships and translate them into long term transactional opportunity. Operated cash register according to cash control procedures and completed daily cash reports to ensure proper balance. Contributed to the retail marketing campaigns by writing content emails, retail price lists, tasting notes for the website, social media and other campaigns.

**Stevenson University Football Program** January 2013- May 2016  
*Assistant Area Recruiter*  Owings Mills, MD

Responsible for all administrative tasks: Maintained database and files, collected and disturbed incoming mail, answered and transferred calls. Used online recruiting databases to locate prospective high student-athletes. Drafted and mailed interest letters to prospective student-athletes. Edited and uploaded all Stevenson University Football practices and games onto team’s hudl account. Kept the public updated on Stevenson University Football program via social media.

**Athletic Achievements**

NCAA Division III Student-Athlete: Track & Field January 2013- May 2016  
Stevenson University Owings Mills, MD

* Captain: Sprinters from 2013-2016
* 2014 Mid-Atlantic Conference 2nd Team All-Conference Sprinter

NCAA Division III Student-Athlete: Football January 2013- December 2015

Stevenson University Owings Mills, MD

* Captain: Offense from 2013-2015
* 2014 ECAC Southeast Bowl Champions
* 2015 Mid-Atlantic Conference Honorable Mention Wide Receiver
* 2015 MAC-Continental Bowl Champions

NCAA Division II Student-Athlete: Football July 2011- December 2011

Saint Anselm College Manchester, NH

**Leadership & Volunteer Roles**

**SEN DC Regional Combine** April2019

Running Backs Coach Landover, Maryland

**Woodbridge High School Football** July 2016- November 2017

Assistant Wide Receivers Coach Woodbridge, VA

**Springfield Youth Basketball Club**  Summer 2011- Summer 2014  
 Volunteer Coach Springfield, VA

**Freedom High School** July 2010- November 2012

Assistant Wide Receiver Coach Woodbridge, VA

**Certifications**

Player- Agent Course, Pro Sports Group• Certified Paralegal, Ashworth College• Virginia Notary Public• CPR, The American Red Cross

**Additional Information**

EZ Facility• STATS• Sports Reference• Sportsdatabase.com •Microsoft Office Suite• Dropbox• Worldox• PClaw• Amicus• Adobe Acrabat Pro