

**Nicola C. Whitlock**

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**EDUCATION:** Master of Sciences in Administration, Sport & Athletic Administration  
West Chester University, May 2007

B.A. – International Relations (Latin American Studies)  
The George Washington University, 1990

**PROFESSIONAL EXPERIENCE:**

*October 2006 to present*                      *Head Swim Coach & Aquatics Director/Lecturer*  
*Bryn Mawr College*  
*Bryn Mawr, PA*

- Head swim coach responsibilities: instruction, preparation, motivation and management of the young women on the intercollegiate swim team as a competitive member of the Centennial Athletic Conference
- Aquatics director responsibilities: management of safe and secure use pool by the college community and external community outreach
- Aquatics Instructor (Lecturer) responsibilities: aquatics class curriculum, instruction and oversight of swim proficiency requirement for physical education & wellness

*September 2003 to August 2005*              *Business Development Specialist, GMD Program*  
*August 2001 to September 2003*              *Marketing Services Specialist, Missile Defense Systems*  
*The Boeing Company, Arlington, VA*

- Assisted in development of annual marketing plans and budget for the Ground-based Midcourse Defense (GMD) program
- Targeted and developed new customer base with GMD system operations/warfighters consisting of Army and National Guard units in Colorado and Alaska
- Ensured adherence to devised business development plan for program, budgets, schedules, marketing, materials and social event requirements
- Coordinated GMD Industry Team to facilitate teamwork and communication through business development program level strategy meetings and quarterly executive stakeholders meetings

*July 1998 to August 2001*                      *Manager, Industry Relations*  
*Air Force Association, Arlington, VA*

- Managed corporate membership of 160 companies for major defense/aerospace association
- Recruitment, maintenance, program development, and liaison networking with industry representatives, event management & marketing
- Served as liaison and public relations representative for major aerospace publication to the foreign air attaché community in Washington, DC metro area
- Participated on website coordinating team to oversee development, management, and marketing of website for major association

*September 1991 to July 1998*                      *Special Assistant, Research & Special Events*  
*Staff Assistant, Congressional & Public Relations*  
*Staff Assistant, Legislative Affairs*  
*Northrop Grumman Corporation, Arlington, VA*

- Coordinated corporate executive participation in association and think-tank sponsored events & activities (air shows, national conventions, conferences, exhibit shows, social activities and special event planning)
- Managed corporate contributions budget (\$649,000) for public policy institutes and charities in the Washington, DC metro area
- Serviced as corporate representative to campaign fundraising steering committees

## **RELEVANT ATHLETIC EXPERIENCE**

*August 2005 to December 2006 Graduate Assistant, MSA Program, West Chester University*

- Support Director of MSA program
- Full-time graduate student with 20-hour work week commitment
- Maintain student files for current and prospective graduate students
- Provide guidance for MSA students for class registration and program completion
- Market seven concentrations in MSA program to prospective candidates in southeast Pennsylvania region
- Review and facilitate admissions probes for program

*Summer 2006 to Summer 2008 Assistant swimming coach, Laurelwood Swim Club*

- Provide safe, fun and health environment to team members
- Coordinate and promote teamwork within entire coaching staff
- Provide competitive swimming instruction to swimmers of the ages of 5 through 18
  - Plan and oversee practices
  - Coordinate with head coach for managing swimmers for competition
  - Devise line-ups for swimming meets
  - Coordinate time trials and track individual swimmers personal performance statistics
  - Provide leadership, discipline and encouragement to team members

*October 2005 to March 2006 Assistant swimming coach, Owen J. Roberts Age Group program*

- Provide safe, fun and health environment to team members
- Coordinate and promote teamwork within entire coaching staff
- Provide competitive swimming instruction to swimmers of the ages of 5 through 14
  - Plan and oversee practices
  - Coordinate with head coach for managing swimmers for competition

*August 1986 to March 1990 Scholarship Student-Athlete, The George Washington University*

- Full tuition scholarship, four years, Women's Swimming team
- 4-time Varsity Letter winner, Women's Swimming Team
- Co-captain, two years, Women's Swimming Team
- GWU Athletic Team highest GPA, three years, Women's Swimming Team
- Athletic Mascot (1987-1990)
  - Promoted university pride and awareness
  - Supported all athletic programs at competitions
  - University-sponsored event appearances
  - Community relations appearances

## **CERTIFICATIONS:**

*American Red Cross Certification for Lifeguard Training Instructor, Fall 2007*

*American Red Cross Certification for Lifeguarding and First Aid, Fall 2007*

*American Red Cross Certification for Professional Rescuer CPR, Oxygen Administration & AED, Fall 2007*

*Pool Operator & Management Certification, Spring 2008*