

Mike Brennan

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Career Objective

To secure a position in the sports industry where I can apply my passion for sports and my skills to contribute to a team-oriented environment, while continuing to develop professionally. I aim to grow my career in a dynamic, impactful role that aligns with my enthusiasm for the field, creating lasting value both for myself and the organization.

Work Experience

Head Administrator

RE/MAX of Naperville, Naperville, Illinois

June 2018 – Present

- Oversee daily administrative operations for a busy real estate office, managing a team of support staff and ensuring smooth operations.
- Streamlined payroll processes, reducing the need for multiple staff members, which saved the company \$20,800 annually.
- Promoted several times due to dedication and performance, with increased responsibilities including team management and strategic decision-making.
- Coordinate scheduling, communication, and logistics for client meetings, property showings, and events.
- Serve as the primary point of contact between real estate agents, clients, and vendors to ensure timely and accurate information flow.
- Implement and maintain office systems and software, enhancing productivity and reducing operational delays by 20%.
- Trained and mentored new administrative staff, fostering a positive work environment and strong team collaboration.
- Manage office supplies, inventory, and equipment maintenance, ensuring cost efficiency and avoiding unnecessary expenditures.

Administrator

RE/MAX Enterprises, Downers Grove, Illinois

2014 – 2022

- Gained a comprehensive understanding of the real estate business by learning operations from the ground up, taking on a variety of responsibilities.
- Managed office operations, including opening and closing the office daily, ensuring a smooth start to the workday and efficient closing procedures.

- Took initiative in facility management, including painting, moving furniture, and sourcing and procuring equipment to maintain a professional and functional workspace.
- Oversaw the opening and relocation of the office from start to finish, managing all aspects of the transition, from logistics to setup, ensuring minimal downtime and a seamless move.
- Managed maintenance for the office, ensuring all facilities and equipment were in top condition, addressing any issues quickly to minimize disruption to daily operations.
- Worked closely with the leadership team to identify operational improvements and implement solutions that enhanced office efficiency.

Assistant Coach

Chicago Fire Special Olympics Unified Team

March 2025 – Present

- Recruited to serve as an assistant coach for the Special Olympics Unified Team, working alongside athletes with and without intellectual disabilities to promote inclusion through sports.
- Train and teach athletes a variety of sports skills, focusing on improving performance while ensuring a positive, supportive environment.
- Guide and organize team practices, ensuring that all athletes receive equal attention and support to enhance their skills and confidence.
- Foster an environment of leadership development, helping athletes build self-esteem, trust, and teamwork.
- Cultivate strong relationships with team members by providing ongoing support and encouragement, fostering trust and personal growth within the team.
- Work collaboratively with coaches and volunteers to plan events, coordinate schedules, and manage logistics for team activities.

Soccer Referee

Naperville Park District, Naperville, Illinois

2019

- Officiated youth soccer games, ensuring adherence to the rules and maintaining a safe and fair playing environment for all participants.
- Developed conflict resolution and decision-making skills by handling on-field situations and managing interactions between players, coaches, and spectators.
- Promoted sportsmanship and team collaboration by enforcing positive behavior and ensuring an enjoyable experience for participants of all skill levels.
- Maintained composure and professionalism under pressure, ensuring timely and accurate game management throughout matches.
- Worked effectively with other referees and coaches to ensure smooth game operations and resolve any disputes or issues that arose.

Camp Counselor

Western DuPage Special Recreation Association (WDSRA)

2018

- Worked with children and young adults with special needs, assisting them in completing daily activities and ensuring they had a positive and supportive camp experience.
- Provided personalized care and assistance, helping individuals navigate daily tasks, ensuring their safety, and promoting their independence.

- Assisted with travel logistics, ensuring all campers were safely transported to and from activities, and supported them throughout each outing.
 - Fostered a fun and inclusive environment, helping campers build confidence, social skills, and friendships.
 - Worked closely with other counselors and staff to develop and implement activities that were engaging and accessible to all campers.
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Skills

- **Team Leadership & Management:** Led teams, trained staff, and managed operations efficiently.
 - **Customer Service & Client Relations:** Experienced in providing high-quality service and support.
 - **Event Coordination & Logistics:** Skilled at organizing and managing schedules, events, and transitions.
 - **Conflict Resolution & Problem Solving:** Proven ability to handle challenging situations and find solutions.
 - **Communication:** Strong written and verbal communication skills.
 - **Technical Skills:** Proficient in Microsoft Office Suite, Google Workspace, and office management software
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Education

High School Diploma

*Naperville North High School, Naperville, Illinois
2014 – 2017*

Associate of Arts

*College of DuPage, Glen Ellyn, Illinois
Graduated May 2022*

CPR Certified