

Jared Forest

Event Operations Professional

Event operations and administrative specialist with a proven track record of successful navigation through the diverse and always-changing world of event management. Dedicated to creating impactful events that align with organizational values and enhance client engagement. CMP Certification holder since May, 2025.

WORK EXPERIENCE

Associate Director, Advancement Events

April '24 - Present

Assistant Director, Alumni Events and Operations

July '22 - April '24

Temple University, Philadelphia, PA

- Led the strategic planning and execution of Temple University's Homecoming and Family Weekend Tailgate Village, coordinating with over 40 internal partners and managing logistics for over 8,000 attendees.
- Managed fiscal event budgets exceeding \$500,000, achieving cost savings through strategic vendor negotiations and efficient resource allocation.
- Demonstrated elite project management skills and oversaw event-based execution and operations to include venue reservations, vendor management, event materials, digital content, on-site management and budget management.
- Utilized post-event analytics and data analysis to assess ROI and attendee engagement, guiding improvements for subsequent events.
- Responsible for the hiring, supervision, and annual professional development reviews of the Coordinator, Advancement Events and all student workers and interns while fostering cross-functional collaboration with marketing, communications and facilities departments to ensure seamless event execution.
- Developed, maintained and continually educated university staff on event-related SOPs and processes, serving as the go-to resource for clarifications and updates; regularly fielded questions from colleagues to ensure consistent adherence and understanding across departments.

PGA Works Fellowship, Manager PGA HOPE

May '21 - May '22

PGA of New Jersey, Bedminster, NJ

- Managed the N.J. Golf Foundation HOPE Program (Helping Our Patriots Everywhere).
- Designed and launched the 2021 PGA N.J. HOPE Tour, allowing military veterans to be involved in unparalleled golf experiences - resulting in the growth of the NJ HOPE Program by more than 200%
- Essential in the operational aspect of PGA, US Kids, and PGA Jr. League events.
- Oversaw and managed the opening and daily operation of the Inspiration Golf Range including budget balancing, administrative and operational tasks.
- Developed a social media hub for all New Jersey veteran golfers.
- Represented New Jersey at the PGA HOPE Wellness Week in Washington D.C.

Communications Coordinator

November '19 - April '20

New York Guardians, XFL, Jersey City, NJ

- Wrote and released team press releases while producing in-depth game notes and flip cards for each Guardians game.
- Supervised the MetLife Stadium press box, photo workroom, and six gameday staff.
- Established the 2019-2020 Guardians P.R. year in review which compiled all national and local media mentions.
- Coordinated and arranged daily media availability for more than 80 players, coaches and staff.
- Secured credentials for more than 200 unique media outlets throughout the season.
- Conducted mid-week press calls with various media outlets with emphasis on the New York market.
- Collaboration with marketing and social media to ensure the New York Guardians story is told in a positive light.

CONTACT

- Lumberton, NJ (Open to hybrid)
- 609-752-7217
- jared.forest@temple.edu
- linkedin.com/in/jared-forest

EDUCATION

University of Florida

Master of Science

Major: Sport Management
Concentration: Athlete Development
Graduated: 2022

Temple University

Bachelor of Science

Major: Sport Management
Graduated: 2019

CERTIFICATIONS

Certified Meeting Professional

Certification Number: 60872
May, 2025 - December, 2030

MILITARY

ACHIEVEMENTS

- Led and maintained team coordination of 13+ individuals in high-pressure situations
- USAF Distinguished Graduate, 2010 & 2015
- USAF Honor Roll, 2014
- USAF Achievement Medal, 2014

SKILLS

Organizational

- Budget management
- Several unit wide calendars
- Event planning and execution
- Time management
- Supervisory Experience
- Contract Negotiation
- Vendor Management
- Sports Event Production
- ROI Analysis
- Stakeholder Collaboration

Documentation

- Google Suite
 - Sheets
 - Docs
- Microsoft Suite
 - Word
 - Excel
 - PowerPoint
 - OneDrive