IAN CERVANTES

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SUMMARY: Bilingual First-generation USC student based in Los Angeles pursuing a career in the sports industry with hands-on experience supporting Division I football recruitment and event operations. Currently involved in coordinating high-profile visits, managing logistics, and assisting with NCAA-compliant recruiting events in a fast-paced, team-driven environment. Highly organized, adaptable, and motivated to contribute behind the scenes to recruiting, operations, and athlete-focused programs at both the collegiate and professional levels.

EXPERIENCE

Recruiting Intern January 2026-Present

USC Football, Los Angeles, CA

- Assist with recruiting events and on-campus visits for prospective student-athletes
- Support operations, logistics, and compliance during official and unofficial visits
- Collaborate with recruiting staff in a fast-paced Division I athletic environment

Campus Center Supervisor (CCS) August 2023-Present

USC Trojan Events Services, Los Angeles, CA

- Coordinate logistics for 100+ university events annually, supporting programs ranging from small meetings to large-scale events with 50–800 attendees
- Manage venue setup, breakdown, and operational flow to ensure events run on schedule and meet institutional standards
- Supervise, train, and lead 10+ student staff members, emphasizing accountability, communication, and professionalism
- Serve as a frontline representative for USC, providing clear communication and problem-solving in high-pressure, time-sensitive situations

LEADERSHIP & INVOLVEMENT

Balanced Man Scholarship (BMS) – Event Chair August 2025-Present

Sigma Phi Epsilon – University of Southern California

- Lead planning and execution of a formal scholarship event hosting approximately 200 attendees
- Oversee event logistics, timelines, and team coordination to ensure a professional, well-organized experience for guests
- Serve as the primary point of contact for internal coordination and on-site operations, maintaining alignment with national scholarship standards

Camp Counselor August 2024-Present

Camp Kesem at USC – Los Angeles, CA

- Support and mentor children affected by a parent's cancer in a structured, high-responsibility environment
- Collaborate with a counselor team to execute daily programming and ensure camper well-being
- Demonstrate maturity, empathy, and trustworthiness when working with vulnerable kids

SKILLS

Operations & Event Support: Event Coordination, Logistics Management, Staff Supervision, Scheduling, On-Site Problem Solving
Communication: Professional Correspondence, Guest & Stakeholder Interaction, Team Coordination
Creative Tools: Adobe Photoshop, Adobe Premiere Pro, Canva
Languages: Spanish (Native), English (Fluent)

EDUCATION

University of Southern California August 2023-May 2027
Bachelor of Arts
Major: Bachelor of Arts, Public Relations and Advertising
Minors: Sports Media Industries, Music Industry