

THEODORE HEINS



PGA GOLF
PROFESSIONAL

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OBJECTIVE

To use my organizational skills, approachability, expertise, teaching, enthusiasm and passion for the game of golf to provide an exceptional golfing experience to the membership of XYZ Country Club in the capacity of Assistant Golf Professional.

PROFESSIONAL EXPERIENCE



INNIS ARDEN GOLF CLUB

OLD GREENWICH, CT

1ST ASSISTANT GOLF PROFESSIONAL

03.17 – PRESENT

- Involved in all aspects of the golf operation, most notably the planning and execution of all Member events using Event-Man tournament software.
- Maintained a very active teaching schedule including private instruction, group instruction and clinics for men, women and junior golfers.
- Designed and created marketing materials for the Junior Golf Program as well as Ladies' Golf Instructional Program.
- Facilitated the Tuesday Morning Junior Golf Program which gave priority access for junior golfers to utilize the golf course, a key tool to growing the game and establishing future revenue streams for the Club.
- Recruited, instructed and captained a PGA Junior League team, Fairfield Junior Interclub Team and Greenwich Junior Interclub team, which required extensive planning with neighboring clubs to secure dates and host sites for competitions.
- Participated in purchasing of hard goods, inventory control and promotion of merchandise in the golf shop.
- Routinely conducted club fittings with FlightScope launch monitor leading to increased hard good sales year-to-date.
- Regularly played with the Membership both casually as well as in season long Pro-Ams for both men and women and competed with a team in both "The Mitch" Pro-Am and the Met PGA Pro-Junior Championship.



GREEN BROOK COUNTRY CLUB

NORTH CALDWELL, NJ

1ST ASSISTANT GOLF PROFESSIONAL

03.15 – 11.16

- Oversaw entire golf operation, including tournament operations, golf shop merchandising, instructional programming, hiring, scheduling and training of staff, membership communications and organization of daily tee sheets.
- Helped design and implement a thorough pace of play policy using USGA yardage based time guidelines.
- Established and implemented entirely new club policies for a myriad of membership classifications.

- Coordinated tournament scheduling and formatting with various committee chairs and department heads.
- Organized and designed all tournaments, including integrated website design for club tournaments and outings through Golf Genius Software.
- Devised an outing worksheet and checklist to improve communication and tournament coordination between outing contacts and golf staff.
- Advertised upcoming events and promotions within the golf shop through a weekly golf newsletter.
- Designed merchandising tools to help streamline the retail operation.
- Developed a comprehensive employee manual which thoroughly outlined daily operations and expectations.
- Created unique instructional programming that predominantly targeted new and lapsed golfers
- Maintained an active teaching schedule, including a non-member clientele base.



THE MILBROOK CLUB
1ST ASSISTANT GOLF PROFESSIONAL

GREENWICH, CT
04.07 – 11.14

- Organized and designed all tournaments, including creating sign-up sheets, scorecards, format sheets scoreboards and gift certificates, as well as course set-up and tournament scoring.
- Designed and maintained entire golf landing page for The Milbrook Club website.
- Worked within guidelines outlined by the PGA of America’s Golf 2.0 campaign to “grow the game” by developing programs to encourage new and previous golfers to use the facilities, directly enhancing club revenue. Ex) Family Golf, Thursday Night Men’s League, 4-Hole Women’s Group, PGA Junior League.
- Assisted in organizing and implementing a very active junior golf program, as well as spearheading the 2013 and 2014 Greenwich Junior Interclub.
- Comprehensive teaching schedule, which included junior clinics, golf schools and private instruction.
- Assisted in purchasing and displaying all merchandise and creating all promotion materials for merchandising campaigns.



JONATHAN’S LANDING GOLF CLUB
OUTSIDE OPERATIONS

JUPITER, FL
11.07 – 03.08

- Responsible for all opening and closing responsibilities, including golf shop, reports for daily course use, carts, bag room, range set up, etc.
- Played regularly with the membership both casually and in Pro-Ams.



LEHMAN BROTHERS
INTERNSHIP

NEW YORK, NY
06.04 – 08.04 & 07.05 – 08.05

- Organized portfolios for high net-worth clients.
- Created monthly overview of clients’ stock performance, as well as yearly gains and losses using Microsoft Excel.
- Executed address change forms and stock option liquidation forms.

PROFESSIONAL TOURNAMENT RESUME

- Qualifier, Metropolitan PGA Championship – 2017 & 2013.
- Qualifier, New Jersey PGA Assistant Match Play Championship - 2016.
- Qualifier, New Jersey PGA Match Play Championship - 2015.
- Qualifier, Westchester Golf Association Open Championship - 2014 & 2012.
- Qualifier, Metropolitan PGA MasterCard Westchester PGA Championship - 2013 & 2012.
- Quarterfinalist, Metropolitan PGA Assistant-Assistant Match Play - 2013.
- Qualifier, Treiber Memorial Tournament of Champions - 2013.
- Winner, Metropolitan PGA Gil McNally Most Improved Player Award - 2012
- Active participant in the Metropolitan PGA and New Jersey PGA Assistant's Tour 2007 - present (Best finishes 4th (2), 6th and 9th).

RELEVANT SKILLS

- Golf Genius, Event Man, Tournament Pairing Program, GHIN.
- FlightScope, TrackMan, V1 and JC Video teaching software.
- Jonas and Microsoft Office.
- Calligraphy.

EDUCATION

University of Florida

May 2006

Bachelor of Science in English

Professional Status

PGA Member, elected August 2011