

# Shawn Meachem

## Senior Woman Administrator | Athletic Compliance Leader | Program & Operations Manager

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## PROFILE

Dynamic and mission driven athletics administrator with extensive experience leading compliance operations, supervising sport programs, and strengthening departmental effectiveness in diverse collegiate athletics environments. Former Senior Woman Administrator at Johnson C. Smith University with a record of advancing equity, inclusion, and organizational excellence. Recognized for an innovative approach to problem solving, a commitment to continuous learning, and a leadership philosophy grounded in collaboration, accountability, and vision sharing. Dedicated to building high performing teams, establishing standards of excellence, and inspiring others to achieve measurable growth.

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## CORE SKILLS

**Leadership & Administration:** Strategic planning, program oversight, personnel management, sport supervision, budget development

**Compliance Expertise:** NCAA Division II rules, recruiting monitoring, eligibility certification, documentation management

**Technical & Systems:** Microsoft Office Suite, project management, data analysis, Windows, iOS, Chrome, Android

**NCAA Platforms:** Jenzabar, Compliance Assistant, Front Rush

**Soft Skills:** Communication, time management, attention to detail, critical thinking, problem solving, organization

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## PROFESSIONAL EXPERIENCE

### Compliance Consultant / Founder

**Coach Shawn Compliance Consultant, LLC | 2024 – Present** -Provide specialized NCAA eligibility certification and compliance services to collegiate athletic departments, offering expert guidance to ensure institutional alignment with NCAA and conference regulations. Support athletic programs in navigating complex documentation, eligibility processes, and

rules education initiatives that safeguard athlete welfare and departmental integrity. Conduct comprehensive NCAA eligibility assessments for initial, transfer, and continuing student athletes across multiple sports. Review NCAA Eligibility Center progress and documentation to confirm accurate certification and timely status updates. Interpret and enforce NCAA, institutional, and conference standards, ensuring complete compliance with governing legislation. Engage in ongoing communication with student athletes, coaches, campus leadership, and the NCAA to uphold rules, maintain transparency, and support informed decision making. Monitor amateurism, financial aid guidelines, and academic benchmarks to ensure student athletes remain eligible and in good standing. Assess athlete conduct on and off the field to promote adherence to compliance standards and institutional expectations. Coordinate with key university departments including admissions, registrar, financial aid, and athletics to streamline certification and documentation workflows. Evaluate athletic department operations to prevent, identify, and mitigate potential rule violations, providing recommendations to strengthen compliance infrastructure.

Coach Shawn Consulting, LLC is committed to empowering institutions and student athletes by delivering accurate, reliable compliance oversight grounded in integrity, education, and collaborative support.

## **Assistant Athletic Director for Compliance & Senior Woman Administrator**

**Johnson C. Smith University Athletics Department | Charlotte, NC | 2017 – 2024 -** Oversaw all NCAA, CIAA, and institutional compliance functions, ensuring full adherence to governing regulations. Monitored recruiting activity, evaluated prospective student athlete eligibility, and managed academic progress tracking to support continued participation. Designed, submitted, and verified all NCAA required reports and documentation with precision and timeliness. Served as sports administrator for athletic training and multiple men's and women's programs, offering strategic leadership in goal setting, staff evaluation, budget review, and operational management. Partnered with senior leadership, marketing, communications, sports information, human resources, and campus departments to coordinate daily operations and implement initiatives that strengthened departmental impact. Represented the university at local, regional, and national meetings, promoting the athletic program and building professional relationships. Acted as the lead administrator during the Director of Athletics' absence, providing continuity of leadership and decision making.

## **Compliance Assistant & Interim Head Women's Bowling Coach**

**Johnson C. Smith University Athletics Department | 2017 – 2019 -** Developed and coached a competitive women's bowling program, overseeing recruitment, training, academic monitoring, and team culture. Assisted the Associate AD/SWA in managing compliance processes and maintaining institutional alignment with NCAA legislation. Reported key program updates and compliance matters directly to the Director of Athletics

to ensure strategic alignment. - **Project Manager, 2018 NCAA Outdoor Track & Field Championship:** Coordinated equipment procurement, logistics, security, hospitality, and facility readiness. Led weekly planning meetings while ensuring all NCAA timelines and operational standards were met. Collaborated extensively with internal and external committees to execute a successful national championship event.

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## COMMUNITY LEADERSHIP

### Youth Mentor & Tutor

**Unity Works Development Center, Inc. | Founder & Director | 2004 – Present** - Lead a youth development initiative focused on academic support, leadership cultivation, and community engagement for families across the region. Build partnerships with schools, businesses, and community organizations to deliver safe, structured, and enriching programming. Provide mentoring, tutoring, and youth leadership training that promotes confidence, discipline, and responsibility. Oversee summer programs designed to empower youth, strengthen family connections, and contribute to positive community growth.

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## PROFESSIONAL AFFILIATIONS

- Women Leaders in Sports
  - Mecklenburg County Board of Elections – Regional Precinct Coordinator
  - Mecklenburg County Parks & Recreation – Northern Park Region Advisory Council Member
  - National Association of **REALTORS**®
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## EDUCATION

### **Master of Arts, Sport Management (Sport Marketing & Sponsorship)**

Wingate University — Wingate, NC | 2021

### **Bachelor of Science, Sport Management**

Johnson C. Smith University — 2017