

GENERAL MANAGER

Summary

Dedicated enthusiast with years of experience in sports, health, and fitness related settings. Passionate about helping others set and reach their goals in a wide variety of ways. Respected builder and leader of customer-focused teams who are committed to providing superior customer service. Lead by example and ensure the execution of all safety, security, quality and company operation policies.

Experience

January 2015 to November 2015 Company Name i¼ City , State

General Manager

March 2015 to November 2015

Assistant Manager

January 2015 to March 2015

- Promoted to manager position to recruit, hire, train and develop a high performing staff consisting of Assistant Managers, Member Service Representatives, Trainers and Custodians.
- Responsible for the oversight of gym operations to ensure an exceptional "Judgement Free" member experience as well as a financially successful club.
- Accountable for leading a team of employees in a positive, motivating manner with continuous assistance in employee training and development.
- Created and maintained a welcoming atmosphere for all members, prospective members and guests and ensured staff followed superior customer service guidelines.
- Managed marketing efforts by ensuring that the staff was aware and trained on all marketing promotions.
- Tracked statistics and reports (weekly, monthly, annually).
- Prepared all HR related forms and sent to Corporate Payroll Team Ordered supplies using specific budget based on club requirements.

DRxD Pharmacy Associate

December 2013 to October 2014 Company Name i¼ City , State

- Responsible for the presentation & coordination of the bedside discharge medication delivery program for assigned.
- units/services & patients, with reporting responsibility to the Integration Manager or Coordinator.
- For patients accepting DRxD program, ensured patient enrollment, bedside delivery of medications & successful completion of program requirements at discharge.
- Effectively collaborated and worked in concert with other DRxD associates and pharmacy personnel to ensure successful delivery of the program.

Education

BS : Kinesiology , 12/12 University of Montevallo i¼ City , State Kinesiology Completed numerous courses in sports, health, and fitness with concentration in health promotion.

First Aid/CPR/AED Certified

Skills

budget, Conflict Resolution, CPR, Customer Service, delivery, employee training, First Aid, forms, health promotion, HR, Leadership, Teambuilding, marketing, Multi-tasking, Payroll, personnel, reporting, statistics, Supervision, Time Management