

## GROUP FITNESS INSTRUCTOR

### Summary

7+ years customer service experience Advanced written and spoken communication skills in varying audiences 2+ years experience working with employers and job seekers in all aspects of job searches 2+ years experience conducting group and individual interviews, anticipating job-readiness, administering aptitude tests and identifying training needs Knowledge of employment and training, state and federal laws, policies, rules and regulations Highly self-motivated with effective time and workload management skills Knowledgeable and intuitive computer hardware and software abilities

Devised a successful recruiting plan for new call centers, which resulted in [Number] new employees in [Number] -months.

### Education

2012

Western New Mexico University City , State Masters of Business Administration (MBA)

2003

Western Washington University City , State Bachelor of Arts : English English

May 2016

Additional Trainings, Certifications, Research Work National Federation of Professional Trainers (NFPT) Personal Training Workshop and Certification

February 2016

Keiser M3 Indoor Cycling Instructor Program Indoor Cycling Certification

December 2015

CorePower Yoga 200 Hour Yoga Teacher Training Chicago Yoga Center 100 Hour Yoga Teacher Training

May 2008

CPR Certified \*Non Violent Communication Research

### Experience

January 2014

to

Current

Company Name City , State Group Fitness Instructor

- Responsible for teaching several group fitness classes including Yoga, Cycle, and Aqua Promote knowledge of proper group fitness components, (i.e.
- warm up, aerobic exercise, cool down) Ensure proper alignment and safety of all participants Maintain the group fitness equipment and room Participate in Continuing Education Credits throughout the year.

January 2013

Company Name City , State Manager

- Property Management tasks include: updating expiring leases, tenant relations, dealing with maintenance issues, and project management.
- Bookkeeping and accounting tasks include: entering in all financial transactions into Quickbooks, maintaining highly organized filing system, depositing checks, creating and sending invoices, paying all bills, and preparing all monthly, quarterly, and annual tax reports.

January 2012

to

January 2013

Company Name City , State Property Manager

- Manage and oversee cleaning staff, respond to all rental inquiries, calculate and issue quotes in order to book guests.
- Organize and assist in creating all marketing projects, direct marketing, and market research.
- Update and manage website and calendars.

January 2012

to

June 2012

Company Name City , State Graduate Assistant

- Responsible for all administrative functions to assist personnel in business department Taught classes including: accounting, economics, finance, and marketing classes Proctored exams and quizzes Assisted professors in business related research Provided guidance and mentoring to undergraduate and graduate students.

June 2010

to

March 2012

Company Name City , State Office Manager/Executive Assistant to President and CEO

- Provided all administrative functions including: payroll, accounts payable, accounts receivable, scheduling, preparing, writing, and editing all written documents, (including letters, contracts, etc.) and managing customer/client relations.
- Coordinated wide variety of project management tasks requiring high degree of organizational skill.
- Developed human resources program including: writing employee manual, utilizing online payroll system, creating safety program, and

training all employees.

- Organized and managed all financial reports including cost accounting, budgeting, auditing, and managing finance to increase company profitability.

March 2010

to

July 2010

Company Name City , State Office Manager/Human Resources Administrator

- Assisted in the creation and development of the Career Resource Center to assist recently and soon to be laid off employees of GE Aviation with career search.
- Responsible for managing all administrative functions inside Career Resource Center including: answering phones, scheduling, customer service, setting appointments, data entry, preparing, writing, and editing all written documents and correspondence.
- Counseled and trained all GE Aviation employees on resume writing and interviewing skills.

March 2009

to

March 2010

Company Name City , State Independent Contractor

- Designed, developed, and marketed yoga fitness program
- Interfaced with Sports Driven Rehabilitation and Training Physical Therapy to create a healthy and safe program for SWSI.
- Attended sales production and management meetings to discuss goals and encourage business development and growth.

May 2008

to

March 2009

Company Name City , State Office Manager/Executive Assistant

- to Director of Operations Responsible for all accounting and IT support; managed client billing, accounts payable, accounts receivable, payroll, ledger, journal entries, etc.
- Interfaced with vendors and associates Financial analysis tasks including weekly meetings and reports to assess profitability and manage collections Researched, wrote, edited, and distributed company's monthly newsletter to over 1,000 clients in the Chicago-land area Served as primary liaison between Director of Operations and associates Supported office maintenance functions including all computer and technical support Coordinated human resources tasks including training, interviewing, and team building.

January 2007

to

April 2008

Company Name City , State General Manager

- Managed customer relations and all aspects of customer service Coordinated and developed training programs for over 50 employees Determined and executed all necessary personnel actions Initiated human resources programs including safety training Regulated cost and inventory; responsible for all purchasing and marketing; developed vendor relationships Facilitated weekly meetings to analyze product mix, sales, profitability, and manage company goals.

February 2004

to

February 2006

Company Name City , State Account Manager

- Initiated all necessary administrative functions for Account Executives and Sales Team members in order to set-up new loan submissions and fund complete loan packages.
- Created and maintained complex databases to resolve discrepancies in individual loan packages and accounts under narrow time constraints.
- Researched and performed comprehensive research and attended various training courses to ensure proper loan handling.

## Skills

accounting, accounts payable, accounts receivable, administrative functions, auditing, billing, Bookkeeping, book, budgeting, business development, contracts, cost accounting, CPR Certified, client, clients, client relations, customer relations, customer service, data entry, databases, direct marketing, economics, editing, filing, finance, financial, Financial analysis, financial reports, human resources, Instructor, inventory, IT support, team building, ledger, letters, Director, managing, market research, marketing, meetings, mentoring, office, newsletter, organizational, payroll, personnel, Physical Therapy, project management, Property Management, purchasing, Quickbooks, Rehabilitation, Research, safety, Sales, scheduling, tax, Teacher, teaching, technical support, answering phones, training programs, website, written