



HARPER LEWIS

Assistant Activities Director

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(123) 456 7899

Los Angeles

www.qwikresume.com

SKILLS

Creative Programming



Financial Management



Crisis Management



Activity Assessment



Volunteer Recruitment



Volunteer Management



INTERESTS

Birdwatching Traveling

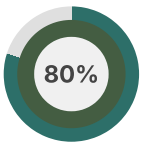
Sports Coaching Knitting

STRENGTHS

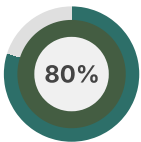
Pragmatism Sensitivity

Sincerity Stability

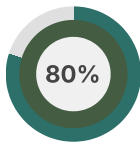
LANGUAGES



English



Japanese



German

ACHIEVEMENTS

Increased resident participation in activities by 30% through targeted outreach and engagement strategies.

Successfully organized over 50 community events annually, enhancing resident relationships and overall satisfaction.

PROFESSIONAL SUMMARY

Dedicated Assistant Activities Director with 7 years of experience in orchestrating innovative programs that enhance community engagement and promote resident satisfaction. Proven track record in creating tailored activities that address diverse needs and foster inclusivity. Passionate about building enriching environments that inspire residents to thrive and improve their overall quality of life.

WORK EXPERIENCE

Assistant Activities Director

Apr / 2020-Ongoing

WidgetWorks Inc.

Denver, CO

- Oversaw daily operations of activities for retirement home residents, ensuring a diverse and engaging program schedule.
- Led a team of assistants, volunteers, and interns in planning and executing various activities and events.
- Designed and published a monthly events calendar, enhancing communication and participation among residents.
- Organized weekly outings for residents, promoting socialization and community engagement.
- Coordinated with external entertainers and speakers to enrich the resident experience.
- Planned special events, including themed parties, focusing on menu planning, decorations, and entertainment.
- Developed tailored programs addressing the specific needs and interests of residents, fostering inclusivity and participation.

Activities Director

Apr / 2018-Apr / 2020

Crescent Moon Design

Portland, OR

- Facilitated clear communication with residents regarding events and activities through newsletters and meetings.
- Resolved resident concerns and feedback effectively, enhancing overall satisfaction with programs.
- Negotiated with vendors for event supplies, ensuring quality and cost-effectiveness through sponsorship agreements.
- Coordinated logistics for events, including venue arrangements, volunteer assignments, and entertainment bookings.
- Managed event budgets, ensuring all activities remained within financial guidelines while maximizing resources.
- Created engaging monthly newsletters and email updates to keep residents informed and excited about upcoming events.

EDUCATION

Bachelor of Arts in Recreation Management

Apr / 2016-Apr / 2018

University of Florida

Toronto, ON

Focused on program development, event planning, and community engagement strategies.