

Robert Smith

Fitness Center Attendant/Coordinator

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Microsoft Office,
Leadership, Customer
Service, Childcare, Social
, Communication,
Problem Solving.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

PERSONAL STATEMENT

Receptionist who answers a high volume calls while handling in-person inquiries from clients and colleagues. Excellent verbal communication and customer service skills. Strong and independent work ethic with little or very limited direction within the team environment. Flexible and hardworking with the drive to succeed.

WORK EXPERIENCE

Fitness Center Attendant/Coordinator

ABC Corporation - May 2005 - May 2007

Responsibilities:

- Made all employee schedules.
- Ensured cleanliness of the fitness center facility in accordance with local, state and federal health and sanitation .
- Responsible for Checking in members Selling memberships.
- Ensured a clean and organize atmosphere.
- Able to help members improve there use of the equipment by doing so.
- Responsible for Daily transactions using credit cards, check, cash, and insurance cards.
- Responsible for filing members information, answering phones Cleaning and disinfecting all workout equipment.

Fitness Center Attendant

Delta Corporation - 2003 - 2005

Responsibilities:

- I take a lot of pride in the impact I have made on some of the students in my time at the fitness center.
- Have been able to help them achieve personal goals as well as improve there technique with weight lifting.
- The students, and other members, feel comfortable approaching me with their questions.
- Skills Used My social skills allowed me to confidently approach people and start conversations.
- My social skills also allowed me to engage with more experienced members, and learn from them.
- Cleaned fitness center Helped members with equipment/Answered any questions they had.
- My duties included; maintaining/cleaning gym equipment, ensuring the proper use of equipment, and maintaining a safe environment for gym guest.

Education

certificate in Esthetics - 2005(Scot Lewis School of Cosmetology)