

Robert Smith

Fitness Coordinator/Representative

PERSONAL STATEMENT

Obtain a position where can maximize management skills, advancement opportunities, organizational skill, training experience and allow educational background to be put to best use.

WORK EXPERIENCE

Fitness Coordinator/Representative

ABC Corporation - 1994 - 1999

Responsibilities:

- Managed sports programs at two overseas Air Force installations.
- Organized all intramural sports programs and special events that sometimes included working with local foreign municipalities.
- Coordinated venues, procured equipment, solicited volunteers and security detail, and all marketing and publicity.
- Managed contracts and payments for hired sports contractors.
- Selected to coordinate the opening of the base Teen Center & assisted in the management for 6 months.
- Responsible for preparing the facility, determining the needs/desires of the local teens, procuring equipment/furniture, soliciting donations, and planning events.
- High visibility project for the base and was visited by the spouse of the Secretary of Defense.

Fitness Coordinator

Delta Corporation - 1996 - 1997

Responsibilities:

- Upgraded the fitness department.
- Responsible for marketing and customer relations.
- Responsible for getting new properties and clients.
- Responsible for the training and overseeing faculty and staff.
- Hired, trained, scheduled, and evaluated 30 student workers as Fitness Attendants Supervised and mentored six student Personal Trainers Administered .
- Manage a comprehensive fitness program including two fitness centers, personal training, group fitness, supervise a staff of 25, membership sales, .
- Supervised and coordinated all program functions in the areas of personal training and fitness floor monitors Managed student employee training.

Education

all Microsoft Programs - (Tech savvy)

CONTACT DETAILS

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

Budget Management,
Executive Support, Client
Relations, Health And
Fitness.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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