ROBERT SMITH

Jr. Gym Attendant

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SUMMARY

Greet and direct members, guests and staff as they enter the gym and provide control of the front door location. Provide assistance to members' requests along with inquiries about gym operations and policies as well as perform various administrative duties as directed by the Gym General Manager or Operations Supervisor.

CORE COMPETENCIES

Critical Thinking, Social Perceptiveness, Active Listening.

PROFESSIONAL EXPERIENCE

Jr. Gym Attendant

ABC Corporation - June 2014 – December 2014

Key Deliverables:

- Operate telephone and forward calls, providing information, taking messages, or scheduling appointments.
- Greet customers entering establishment Resolve customer complaints.
- Provide information about establishments, such as the location of departments, offices, employees within the organization, or services provided.
- Receive payment and record receipts for services.
- Enroll customers in programs and notify them of approvals.
- Dust and polish furniture and equipment.
- Coached clients on proper use of gym equipment and created work outs for clients Maintained the facility and equipment Activities and Leadership Experience.

Gym Attendant

ABC Corporation - 2011 – 2014

Key Deliverables:

- Pool readings were taken in order to ensure the chemical balances were correct.
- Supervision was needed in order to make sure everything stays in order.
- cleaning logs were kept for every machine.
- Office duties were done.
- Making fliers about events coming up in the future.
- Attendance was kept everyday of the week to show the gym use.
- Skills Used Communication skills Microsoft word Microsoft excel Problem solver First aid and cpr certified.

EDUCATION

- communication - (C.E. Byrd High School - Shreveport, LA)

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