Recreation Manager

ROBERT SMITH

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Objective

As a Recreation Manager, responsible for Developing, organizing, scheduling and promoting, engaging and enjoyable recreation activities, Experience in answering group team building inquiries via telephone, voicemail and/ or email, etc,.

Skills

Computer Literate, Powerpoint,excel And Word,.

Work Experience

Recreation Manager

ABC Corporation - May 2007 – January 2009

- Attended daily briefing with the Managers and Executives to update each department.
- Ensured that the Health Club and its facilities are operational and open for use at all times.
- Maintained an effective and orderly reception area at all times and be responsible for all monies issued.
- Attended guests complain if theres any, a suggestion from the guests so as to improve the quality of service.
- Purchased and requested amenities and products needed at the Health Club.
- Facilitated the areas with high standards.
- Reported directly to the General Manager concerning the Health Clubs needs and concerns.

Recreation Manager

Delta Corporation - 2006 – 2007

- Worked mostly independently managing all recreation programs for the city of Grafton; this includes creating, organizing, implementing, hiring, .
- Total Rooms 438.
- Managed and supervised recreation facilities 2 0.
- Currently overseeing the adult and childrens recreation programs which aim to promote the well-being and community inclusion of people with .
- We host over 140 events a year which serve approximately 300 people and families who live in Ontario County.
- With grant money, I organized an 8 week "In the Arts" workshop which allowed our participants free access to dance, art, yoga and music classes.
- Regular managerial activities include, but are not limited to, processing payroll, monthly deposit and billing, staffing, adhering to changing state .

Education

GED

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