

Wellness Specialist/Co-ordinator

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Objective

Desire a position where can use expertise in networking, coordinating and implementing programs to enhance quality of life.

Skills

Organization Skills, Management.

Work Experience

Wellness Specialist/Co-ordinator

ABC Corporation - December 2007 – August 2011

- Conducted dietetic counseling for Penrose-St.
- Identified and developed relevant health and wellness classes.
- Facilitated and/or taught health and wellness classes and lunch n learns.
- Developed marketing materials to promote health and wellness throughout Penrose-St.
- Conducted gym orientations for associates and became an ACSM Certified Personal Trainer.
- Managed the annual application process for American Heart Associations Fit-Friendly Award, for which Penrose-St.
- Conducted fitness evaluations and orientations for members to reach their individual fitness/wellness goals.

Wellness Specialist

ABC Corporation - 2003 – 2007

- Provided excellent customer service to customers by manning phones for appointments, greeting customers and checking them in and assisting with customer departure, I made outbound sales calls to generate new revenue.
- Also took control of any escalated calls regarding customer concerns with services and products.
- Took initiative in maintaining professional, clean and an organized front desk and reception areas.
- Understood and applied strategic sales offerings (dues/cash, auto payments, etc.).
- Was accountable for administrative tasks including filing, member file maintenance, and data entry of client records and surveys.
- Proudly maintained cleanliness of the business, as well as other duties assigned by clinic Management..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Diploma