

ROBERT SMITH

Fitness Specialist I

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To obtain a full time administrative position. Over 20 years of administrative experience and I believe I would be an excellent addition to any company that is seeking a mature, professional, goal-oriented staff member.

JULY 2013 - AUGUST 2014

FITNESS SPECIALIST I - ABC CORPORATION

- Assists with the management of daily operations of the facility by scheduling and monitoring volunteers and employees, compiling figures and preparing reports, providing lesson plans and program planning, and authorizing permits and collecting fees for rental of the facility.
- Develop fitness programs for personal training clients.
- Provide personal training services to clients according to their fitness goals. Plans, implements and evaluates recreational programs and daily activities of the center and provides assistance to employees.
- Ensures the safety and supervision of the fitness floor and that patrons are using equipment properly.
- Responds to inquiries, provides fitness programming and fitness resources.
- Provides tours and program information to prospective members.
- Skills Used Communication Customer service Organizational.

2011 - 2013

FITNESS SPECIALIST - ABC CORPORATION

- Supervised exercise participants to insure proper use of equipment and designed fitness programs for diverse population including high-risk members.
- Prepared and evaluated monthly utilization tracking of members and organized Incentive programs.
- Conducted fitness assessments for 350 members using the company fitness center.
- Designed fitness program for each member based on the results of their fitness assessment.
- Conducted fitness center orientations for new members.
- Organized and administered Incentive programs to reward employees for meeting individualized fitness objectives.
- Assumed management responsibilities for the fitness center during managers absence..