

Tamara Donnelly

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EXPERIENCE

HEALTH FITNESS PROFESSIONAL

Chicago, IL

01/2014 – present

- Assist in program development, implementation and data collection
- Promotes and markets the wellness program effectively to target populations by utilizing existing resources and by assisting in development of target programs
- Creates and maintains bulletin boards, newsletters and other marketing & communication materials
- Working relationship with Global Health partners
- Communicate and relay information, concerns, feedback etc. to the Fitness Operations Coordinator or Program Manager directly or through lead staff
- Assists with creating and maintaining marketing & communication materials. (Social Media, internal website etc)
- Take the initiative to develop, implement and evaluate fitness programming related to the strategic plan and within Health & Well-Being

HEALTH FITNESS PROFESSIONAL

Boston, MA

03/2011 – 09/2013

- Provide education to employees through one-one sessions, presentations and offsite visits, educational materials, bulletin boards, etc
- Perform standard Administrative/Front Desk duties
- Provide instruction on proper exercise equipment use and techniques
- Report to work on time and in the proper uniform
- Provides individual and group exercise instruction; educates participants on proper techniques to maximize exercise safety and effectiveness
- Coordinates and leads a variety of HealthFitness and program-specific health improvement programs and promotions
- Assist in a coordination with outside vendors

EDUCATION

RUTGERS UNIVERSITY

SKILLS

- Ability to work proactively with strong ownership, accountability, resilience and flexibility
- Strong interpersonal, and customer service skills including the ability to motivate others
- Strong interpersonal communication and customer service skills including the ability to motivate others
- Ability to create motivation in others
- Ability to effectively organize and prioritize work demands including project coordination
- Ability to work effectively both independently and as part of a team with enthusiasm, initiative and creativity
- Conducts fitness testing and assessments and advises participants of results; designs individualized programs to meet the participant's interests, abilities and goals
- Ability to effectively organize and prioritize work demands
- Proficiency in fitness assessment and exercise prescription
- Conducts fitness testing and assessments and advises participants of results; designs individualized programs to meet the participant's interests, abilities and goals and coordinates the personal training program