

# Robert Smith

## Fitness Specialist/Personal Trainer

Phone (123) 456 78 99

Email: [info@qwikresume.com](mailto:info@qwikresume.com)

Website : [www.qwikresume.com](http://www.qwikresume.com)

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

### SUMMARY

A position as a fitness specialist and personal trainer offering knowledge and skills acquired through education and experience to facilitate members in achieving their optimal level of physical, emotional, and mental health.

### SKILLS

Management, Writing, Customer Relations, Property Management, Critical Thinking, Sales Operations, Contract Management, Marketing Communications, File Management, Human Resources, Leadership.

### WORK EXPERIENCE

#### Fitness Specialist/Personal Trainer

ABC Corporation - 2007 - 2010

- Manage and coordinate fitness and wellness programs and services in accordance with AFI regulations.
- Manage day to day procedures at the front desk helping both internal and external customers.
- Conducts fitness classes for active duty and elderly populations.
- Educes personnel on healthy exercise and eating habits.
- Manage and train staff of wellness specialists, health educators, or fitness instructors.
- Conduct needs assessments or surveys to determine interest in, or satisfaction with, wellness and fitness programs, events, or services.
- Conduct or facilitate training sessions or seminars for wellness and fitness staff.

#### Fitness Specialist

Norfolk Fitness & Wellness Center - 2002 - 2007

- 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.

### EDUCATION

Bachelor of Science in Communications - (University of Phoenix - Phoenix, AZ)