
FITNESS TRAINING AND MANAGEMENT CAREER PROFILE

Several Years of Experience in Fitness Management and Personal Fitness Training

Results-focused, quality-driven professional with extensive experience in health club management, business administration and personal fitness training, demonstrating consistent achievement of objectives, strong multi-tasking and service skills, and dedication to organizational goals

Advanced presentation and relationship development abilities, with track record of success improving sales and policies/procedures to ensure profit turnarounds

Core Knowledge & Skill Areas:

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|------------------------|---------------------------------|-----------------------------|
| ♦ Client Relationships | ♦ Talent Acquisition & Training | ♦ Fast-Paced Environment |
| ♦ Highly Motivated | ♦ Revenue Growth | ♦ Marketing/Promotions |
| ♦ Program Development | ♦ Payroll Processing | ♦ Personal Fitness Training |

RELEVANT EXPERIENCE

WORLD HEALTH CLUB

October 2002 – Present

FITNESS MANAGER - KENSINGTON

Recruited, pre-screened, and interviewed qualified candidates for open positions, placed qualified candidates on assignment. Held full responsibility for accounting, finance, and budget operations. Created promotional materials to advertise organization and promote growth. Maintained personal rapport and win-win relationships with vendors, members, and customers. *Selected Accomplishments:*

- ♦ Decreased employee turnover by 20% during first quarter, increased fill rate to 100% in addition to cutting fill time from 5 days to 2 days.
- ♦ Problem-solved employee issues related to attendance, tardies, performance, attitude, and production. Worked with the employee to resolve issues or conflicts and increase productivity while decreasing absentees and tardies.

PERSONAL FITNESS TRAINER - SOUTH CLUB

Recruited and pre-screened qualified candidates for open positions, evaluated benefits and insurance plans, and managed payroll, taxes, and contributions. Held full responsibility for accounting, finance, and budget operations. Created promotional materials to advertise organization and promote growth. Maintained personal rapport and win-win relationships with vendors, members, and customers. *Selected Accomplishments:*

- ♦ Improved accounting and budgeting practices to save time/money, renegotiated vendor contracts to lower expenses, and revised human resources policies and procedures to increase efficiency and relevancy.
- ♦ Managed annual budget of \$400K, evaluated benefits and insurance policies regularly, made recommendations to the Corporate Officer's/Board of Trustees regarding employee issues, HR policies and procedures, and organizational finances.

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