

Jewell Keebler

414 Jazmin Prairie, Boston, MA ♦ Phone: +1 (555) 285 7156

EXPERIENCE

FITNESS CENTER ATTENDANT

Detroit, MI

12/2015 – present

- Responsible for checking in guests, providing guest orientation, and ensuring all linen towels and beverages are always clean, prepared and well stocked
- Perform administrative duties associated with membership
- Issues locker and key assignments. Responsible for checking guest roster sheet throughout the day for missing keys
- Manage all front desk activities
- Know basic front desk operations: including assisting guests with locker set-up, and membership signup/renewals
- Perform daily general cleaning and minor maintenance tasks in the facility
- Strong work ethic

FITNESS FLOOR ATTENDANT

New York, NY

07/2009 – 08/2015

- Communicate with guests offering water, towels, or assistance
- Provides basic instruction on equipment usage
- Respond to guest and management requests
- Complies with all company safety rules
- Suggests methods of preventing hazards to safety committee
- Ensures equipment and surrounding areas are clean
- Responsible for monitoring and reporting all maintenance related problems

FITNESS ATTENDANT

Los Angeles, CA

11/2004 – 06/2009

- Welcome, greet and provide friendly assistance to facility users
- Provide list to Spa Director/Manager when supplies are getting low
- Performs clerical duties, to include answering phones and scheduling personal training
- Perform miscellaneous duties as assigned
- Instruct guests in use of equipment and provide basic fitness information
- May be asked to assist in other areas of Spa as necessary
- Performs opening and closing duties

EDUCATION

NORTH CAROLINA STATE UNIVERSITY

Bachelor's Degree in Recreation Preferred

SKILLS

- Strong customer service and initiative skills
- Strong oral and written communication skills
- Able to work flexible hours to include weekends, evenings and holidays
- Basic computer skills
- Personable; positive attitude
- Good organizational skills
- Strong work ethic
- Ability to read, write and effectively communicate
- Maintain the professional appearance of the locker rooms, gym, front desk and all other areas of the Health and Fitness Department
- Assist guests with questions and in all areas of the facility