

**EXPERIENCE**

**HFC-HEALTH FITNESS ASSISTANT**

**Chicago, IL**

03/2016 – present

- Assists in creating and maintaining bulletin boards, newsletters and other marketing & communication materials
- Performs facility maintenance responsibilities; ensures facility, equipment and locker rooms are clean and stocked at all times. Ensures personal and facility appearance meet standards
- Conducts fitness testing and assessments and advises participants of results; designs individualized programs to meet the member's interests, abilities and goals
- Assists with the development and/or delivery of a variety of HealthFitness and program-specific health improvement programs & promotions
- Provides individual and group exercise instruction; educates participants on proper techniques to maximize exercise safety and effectiveness
- Promotes program offerings and conducts outreach activities to increase participation and re-engage inactive members
- Monitors facility; interacts with participants and monitors equipment and participant safety

**HEALTH FITNESS ASSISTANT**

**Chicago, IL**

11/2009 – 12/2015

- Interacts with participants and monitors equipment and participant safety
- Assists with the delivery of a variety of HealthFitness and program-specific health improvement programs & promotions
- Participates in membership drives to acquire new members; enrolls new participants and conducts facility, program and equipment orientations
- Assists in maintaining bulletin boards, newsletters and other marketing & communication materials
- Maintains participant files and database
- Verifies equipment is operating properly and immediately reports any potentially unsafe conditions
- Projects and other duties as assigned

**HEALTH FITNESS ASSISTANT**

**New York, NY**

03/2005 – 06/2009

- Assists with the development and/or delivery of a variety of HealthFitness and program-specific health improvement programs and promotions
- Assists in creating and maintaining bulletin boards, newsletters and other marketing and communication materials
- Clean equipment and surrounding areas
- Interact with members in Fitness area
- Assist and communicate with members at all times
- Understand and fully comprehend Emergency Medical Procedures throughout the facility
- Monitor the operating condition of all workout equipment

**EDUCATION**

**JAMES MADISON UNIVERSITY**

**Bachelor's Degree in Exercise Science**

**SKILLS**

- Strong interpersonal communication and customer service skills including the ability to motivate others
- Ability to effectively organize and prioritize work demands including project coordination
- Ability to effectively organize and prioritize work demands
- Ability to work effectively both independently and as part of a team with enthusiasm, initiative and creativity
- Proficiency in fitness assessment and exercise prescription is
- Experience in Group Exercise Leadership and additional industry certifications strongly recommended
- Proficient in Excel, PowerPoint, Word, data entry, etc
- Proficiency in fitness assessment and exercise prescription
- Strong communication skills (both verbal and written)
- Proficiency in exercise prescription