RESUME

**Ebony D. Freemount**

**2704 Shed Rd. Apt 177L**

**Bossier City, LA 71111**

**Cell Number: 318-218-3186**

**Email: efreemount@yahoo.com**

**Objective**

Seeking an opportunity to work for an organization where high quality service is important and is also the expected standard. My ultimate reward in this position would be to make a positive impact in helping my employer achieve goals while helping others to develop purposeful and meaningful direction in life.

**Education**

|  |  |  |
| --- | --- | --- |
| **Issuing Institution** | **Degree Type** | **Course of Study** |
| Northwestern State University | BA  08/2013 | English Literature/Professional Writing  Minor in Spanish |
| Bossier High School | HS Diploma  05/2009 | College Prep |

**Occupational Licenses & Certificates**

|  |  |  |
| --- | --- | --- |
| **Issuing Organization** | **Date Completed** | **Course of Study** |
| National Academy of Sports Medicine | 06/2014  Certificate | Personal Training |

Beach Body LLC 09/2013 Insanity Fitness Instructor

Certificate

Zumba LLC 03/2014 Zumba Instructor

License

American Health Care Academy 11/2013 CPR and First Aid

Certificate

**Software/Social Application Experience Summary**

* Word
* Excel
* PowerPoint
* Microsoft Outlook
* Twitter (Cell Phone and Internet Application)
* LMS
* Facebook (Internet Application)

**Most Recent Job Experience/Responsibilities**

|  |  |  |
| --- | --- | --- |
| **Remedial Training Instructor** | | |
| 08/2013 – Present | Plantation Park Elementary School  Part-time 20-30 hours per week | Bossier, LA |
| * Encourage and motivate students to obtain educational knowledge and skills needed to achieve life-long goals * Facilitate learning experiences for required educational material   (Includes inquiry, group discussion, lecture, and discovery)   * Develop innovative and interesting lesson plans and instructional materials * Assess the effectiveness of lesson plans and instructional materials * Establish an effective rapport with the students in group settings or on an individual basis * Administer weekly exams to ensure educational content has been learned and applied | | |

**Artistic Director/Health Coach**

08/2012 – 10/2013 Cindy’s Performing School of Dance

Temporary Internship 40+ hours per week Bossier, LA

* Identified, enrolled, and placed students in the classes for their destination.
* Recruited, hired, trained, and supervised performers and stage managers
* Collaborated with technical personnel to ensure events
* Organized events and programs
* Assisted in the development of annual program budgets
* Spokesperson for the organization
* Fostered the positive relationships with local community
* Produced a written procedures manual for technical and production staff
* Planned and implemented an effective advertising campaign
* Developed and presented presentations to clients
* Choreographed fitness and regimes for clients
* Instructed fitness and dance classes
* Produced and distributed monthly news letter
* Wrote and secured grant for funding
* Developed and implemented meal plans for students
* Developed and implemented weight loss programs for students
* Met with students weekly and discussed health issues/success

**Hotel Front Desk Agent**

04/2012 – 06/2013 Sam’s Town Resort Hotel and Casino

Fulltime 40 hours per week Bossier, LA

* Welcomed and greeted guests
* Ensured guests were comfortable
* Coordinated room assignments for guests
* Effectively upgraded client reservations and products using sales techniques
* Key cash courier
* Balanced cash drawers and cash drops at the end of each shift
* Scheduled meeting rooms and banquet rooms
* Maintained a clean and professional service area
* Completed daily checklist of chores for submission to manager
* Assisted fellow desk agents as situations aros

**Apparel Specialist**

11/2010-04/2012 JC Penny

Fulltime 40 hours per week Shreveport,Louisiana

* Managed patron special orders
* Ensured orders were correct and delivered accordingly
* Advised customer’s on the proper fitting of clothing, shoes, undergarments, and apparel
* Prepared and issued merchandise credits and exchanges
* Resolved order and inventory issues by investigating data and history
* Consistently met department objectives each quarter netting maximum commission
* Processed in store and online purchases
* Attended and completed job educational opportunities

**Ebony D. Freemount**

**Professional References**

**Contact List**

Carolyn Moody

Principal

2410 Plantation Dr

Bossier City, LA 71111

Carolyn.moody@bossierschools.org

318-549-5700

Relationship: Supervisor

Christine Ferrell

Instructor

Natchitoches, Louisiana

318-419-9581

Relationship: Former Instructor

Dr. Ruth Ray-Jackson

Dean of Education

Edmond, Oklahoma

(405) 466-3265

Relationship: Mentor

Dr. Lisa Abney

Vice President/Provost

175 Sam Sibley Dr.

Natchitoches, LA 71497

abney@nsula.edu

(318) 357-5361

Relationship: Former Professor

**Community Service**

Fitness Expert/ Spokesperson

United Cosmetologists

Bossier City, Louisiana

October 2013- Present

Assistant Director/Secretary

Gift of Dance, Inc.

Bossier City, Louisiana

August 2013-October 2013

Athletic Coach

Bossier High School

Women’s Track and Field

Bossier City, Louisiana

June 2010- August 2010