



Hewitt Joyner IV

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Las Vegas, NV 89146

SUMMARY

Professional Title Looking to secure a challenging position in a reputable organization to develop and expand my knowledge and skills, while making a significant contribution to the success of the company.

SKILLS

- Hiring and recruitment
- Staff training
- Mentoring and coaching
- Cross-functional team management
- Client relationships
- Office administration
- Professional networking
- Leadership
- PC proficient

EXPERIENCE

Manager of Client Services and Field Operations

Boston, Las Vegas, MA, , NV

The Flying Locksmiths/ Sep 2018 to Current

- Document customer issues and provide first class service with every interaction.
- Dispatch.
- Sales Quickly promoted from client services rep to manager within 6 months of starting.
- Assessed monthly reports to review client activity and identify opportunities.
- Provided exemplary coaching to all department employees, realizing successful increase in team morale.
- Trained, managed and motivated employees to promote professional skill development.
- Contact Frank Billon Manager: 774-946-8303

Lead Teacher

Castro Valley, CA

YMCA/ Sep 2018 to Apr 2019

- Planned and conducted curriculum for K-5th.
- Organized activities to promote physical, mental and social development of each child.
- Involved parents in student learning to increase family interaction and student support.
- Maintained secure and disciplined classroom to provide positive learning environment.
- Arranged classrooms to facilitate optimal education for student groups.
- Contact Cindy Manager: (510) 581-4996

Senior Recreation Leader

San Ramon, CA

City of San Ramon/ May 2015 to Sep 2018

- Gym Monitor.
- Managed Summer Camp.
- Vendor Relations
- Patrolled trails and enforced adherence to park safety rules and regulations to prevent injuries and accidents among visitors.
- Engaged with participants to encourage involvement in different recreational activities.

- Built and strengthened relationships with children, families and team members.
- Contact: -Adam Chow 925 973 3321.

Recreation Leader

Pleasanton, CA

City of Pleasanton/ Jul 2012 to May 2015

- Gym Monitor.
- Trained to run Sports Camps.
- Vendor Relations
- Contact: Nilo Velasquez 925-931-3437

EDUCATION AND TRAINING

Bachelor of Arts: Communications

Holy Names University May 2018

Oakland, CA

Associate of Arts: Child Development

Las Positas Community College May 2015

Livermore, CA

Child Development

Butte Community College May 2012

Chico, CA

Achievements/Tasks