# **Gayle Helton**

Henderson, NV 702.427.9731 gaylehelton77@gmail.com

#### **EXPERIENCE**

# **Boulder City Hospital Foundation,** Boulder City, NV — Events Coordinator

2019-2020

Assistant to Director; Nonprofit Foundation, Working in the community with business owners and presenting in Board Meeting and before the City Council.

# **Outside The Box,** Boulder City, NV — Owner

2013-2015

I started a business of buying and selling across several Online Platforms.

# **SCUBAfy Dive Center,** Boulder City, NV — Sales/Retail *Manager*

2012-2013

I created a Sales Presentation for incoming students; tripling revenue as well as training other Staff to sell.

## **Yellow Breeches EMS,** Mount Holly Springs, PA — EMT

2007-2010

In a change of careers, I became an EMT, responding to 911 calls. I work very well under pressure since this position.

### **LA Weight Loss Centers**, Carlisle, PA — *Center Manager*

2002-2007

Climbing the ranks quickly was my goal as I began coaching and developing my staff to Drive the Revenue.

#### **EDUCATION**

**California Lutheran University,** Thousand Oaks, CA *Liberal Arts BA* 

**Lake Tahoe Community College**, South Lake Tahoe, CA *Liberal Arts AA* 

South Tahoe High, South Lake Tahoe, CA

#### **SKILLS**

Coaching and Training

Responsible for up to 22 staff

Focusing on Guest Relations

Thriving under pressure

Multitasking

Customer Retention and Satisfaction

Sales, Sales, Sales

### **Organizations**

Girl Scouts of Southern Nevada- Troop Leader.

Clark County School District,

\*\*\*\* School-Weekly
Volunteer

Sunrise Children's Hospital, Head Start Parent Policy Council- Member

\*\*\*\* Elementary School
Parent Advisory Committee
Member

Friends of The Library-Member