

# Olivia Scholtz

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## Objective

I work hard towards positively influencing the lives of the people I meet and work with, contributing my best efforts to society. I apply myself passionately and through passion and perseverance, I see myself as a valued team member.

## Work Experience

### **Au pair**

05/2019 – present

Caring for a bright 9 year old who I assist with:

Picking up from school.

School work and extra-homework.

Guitar practice.

Preparing meals when needed.

Communicating with teacher on behalf of parent.

## **Group Exercise Manager at Planet Fitness**

01/10/2018 - 01/04/2019

- Manage member induction / member process flow effectively.
- Plan, organize and host a minimum of two events per month to increase class attendance (quality control).
- Accurate reporting on member statistics.
- Modify class schedules according to captured member statistics, class popularity and instructors performance.
- Ensure all group fitness and electronic schedules are updated, displayed and made available according to company requirements and standards.
- Conduct and complete group exercise classes as per requirements.
- Manage the administrative function of staff reporting to the various departments.
- Calculate instructors remuneration and submit to management for authorization.
- Ensure exercise studios and areas are clean, equipment is functional and report on maintenance faults and/or potential risks.
- Complete weekly and monthly stock count pertaining to machines and equipment and relevant stock for department.

- Conduct staff meetings.
- Manage all new product offerings.

### **Personal Training (private & group training)**

01/2017 - 09/2018

### **Sales Executive at Alfa Financials**

08/2016-12/2016

Cold calling

Working in a high-pressure environment.

Coming up with creative ways to sign new clients up with the company.

### **Fitness Instructor at Bryanston Virgin Active**

01/2016-07/2016

- (Best in sales for Fitness Department).

### **Fitness Instructor at Meyersdal Virgin Active**

07/2015-12/2015

Job requirements included doing daily fitness classes, packing gym equipment, selling ancillary packages and being on standby for any First Aid emergencies.

### **Waitress at Aldeia Restaurant in Alberton**

2014

## Education

Matric Senior Certificate

First Aid (Level 1) – EMT

## Skills

Quality control

Managing a team

Problem solving

Interpersonal skills

Negotiation & selling techniques

## ***References***

Au Pairing:

Qingfeng Wu

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