

Olivia Scholtz

Tequesta Complex, Fourways, Gauteng
scholtz.ice@gmail.com
+27 82 225 5451

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 - 09/2020

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

10/2018 – 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

HTML & CSS

JavaScript

Version Control

Quality control

Managing a team

Problem solving

Interpersonal skills

Negotiation & selling techniques

References

Au Pairing:

Qingfeng Wu

+27 82 881 3812

My GitHub Account

<https://github.com/Liv4-code>