

ADVENTURE RUN COORDINATOR

Career Focus

I am a fitness enthusiast and enjoy living a healthy and active lifestyle. I currently oversee and coordinate many aspects of events in the running community which has made me efficient, a quick problem solver and very attentive to a customers needs or concerns.

Core Qualifications

- Time Efficient
- Encouraging
- Organized
- Active
- Self-Motivated
- Energetic
- Hard worker
- Goal Oriented

Education and Training

Bachelor of Arts : Psychology Sociology , May 2013 Arizona State University - City , State , United States GPA: GPA: 2.3 GPA: 3.0 2.3 GPA: 3.0 Minor-Sociology

Interests

Being active in the community. Setting fitness and running oriented goals and achieving them. I signed up for a full 140.6 Ironman in Arizona in 2014 and successfully completed it in November 2015. I enjoy running long distances, cycling, hiking, swimming and anything outdoors or that involves being active. I also enjoy helping others through charity projects, events and fundraising.

Skills

Have experience working on multiple different POS systems, Microsoft, Excel and other organization sites used for scheduling. Also, very experienced with G-Drive and all its applications. I am a quick and efficient problem solver when hit with an issue whether it being working under a short time frame or scheduling and unexpected issues that arise. Managing and communicating with others, not only staff members with information but also leading a team on a regular basis. High and motivating energy when working with others but able to adjust is to an appropriate level.

Accomplishments

Finishing Ironman Arizona (140.6 Miles)- Not work related but trained roughly 20 hours a week while upholding great performance at work. It required excellent time management skills, relentless drive and motivation from within.

Adventure Run Coordinator-Hosted free community monthly runs ranging from 250 to 550 (two different locations), motivated them and marketed the event to increase by 12% over two years with 30% of the participants being brand new. Also, managed and communicated with staff and volunteers details and tasks throughout event.

Girls on the Run Coach Fall/Spring of 2013- Leading and teaching young girls life skills through running (30 girls at age of 9-11)

Team in Training Captain Spring 2012- Motivating other runners and walkers on the team as they trained and reached their goal of running a marathon, via in person, email and while out running. (12 participants)

Work Experience

Adventure Run Coordinator

January 2014 to Current Company Name - City , State

Adventure Run is a free monthly fun run produced and owned by Road Runner Sports. I am the coordinator for two of them, (the two available in Arizona). The duties and commitments are a large variety. As a representative and coordinator for the program, I am in charge of permitting for the event and charity beer garden, some levels of sponsorship and vendors. Securing local vendors and sponsors as well as locations for post run celebrations. Along with these responsibilities, I am in charge of setup and teardown. I am on the mic during the event of about 500 people, manage up to 25 volunteers at a time during the event and effectively schedule them, and communicate details and important facts with the staff. Other additional responsibilities are promoting the event to the surrounding running and fitness community. I am required to be time efficient, extremely organized and prepped along with the ability to be flexible and overcome unexpected obstacles such as weather changes, cancellations, people running late and being short staffed all while remaining calm and high energetic.

Grassroots Marketing Representative

May 2013 to Current Company Name - City , State

As a Grassroots Marketing Representative I have a mixture of duties and responsibilities. I am the community outlet for both Arizona stores and am in charge of booking group runs, clinics for local teams and packet pick ups for races. I reach out to local gyms and community vendors, charity partners that could have potential partnerships with RoadRunner Sports and figure out the best fit for both parties. I also am in charge of managing my own schedule and both Arizona's stores event calendars as well as a budget for the store's events.

Cash Wrap

October 2011 to May 2013 Company Name - City , State

Help customers, new runners and old, find the best items to fit their needs. Also, make recommendations and answer any questions in regards to the customer's running. Multitask while checking customers out, answering phone questions and in person.

Operations

January 2011 to September 2012 Company Name - City , State

Greet and check all members of gym in after opening up the facility alone. I also answer all incoming calls and either help assist with their concerns and questions or direct them to another associate. I sign in and ring up guests, make appointments for a variety of services and cancel, and renew memberships. This requires me to be very successful at multitasking and a leader. I must always be on time and have a positive upbeat attitude and always am required to think of the customer first. As it being a company that portrays healthy lifestyles, as an employee of the company are preferred to maintain one as well through physical activity at the facility, thus I am knowledgeable and passionate about it as well. As well as work 8 hours a week in the childcare with children from the age of 3 months to 12 years old.

Front Desk Fitness Attendant

April 2006 to January 2011 Company Name - City , State

During the Summer Kid's Camp I work as an Advisor where I plan daily team and individual activities, help with lunch process and swim sessions, oversee the children's participation and interact with them. As a Sports Club team member, I make promotional calls for the member sales department, monitor nursery, and monitor pool. In July, I work the DSL Swim Championships where I am required to support facility needs for each team; direct spectators to appropriate areas, maintain a clean, safe event site, and answer general questions. Working with people one-on-one and the general public is second nature in this environment as I consistently address different questions and problems regularly. As an attendant, I work the front desk of the fitness center and monitor member's use of gym. Other duties include: Keeping equipment and fitness/ weight room, and towels clean and orderly, assist members with other questions that are frequently asked; make smoothies, work snack bar, conduct sales in sport shop.