

GROUP EXERCISE FITNESS INSTRUCTOR

Background, Objective

Highly seasoned and dedicated mentor with a distinguished reputation of providing outstanding service to the community with a strong capacity to develop quality programs and provide supervised guidance for program staff and participants to guarantee successful outcomes.

Areas of Expertise

- Planning/Coordinating
- Team Leadership
- Program Development
- Experience in Management
- Community Outreach
- Budget Development
- Creative Problem Solving
- Public Relation
- Critical Thinking
- Experience in Advertising
- Excellent Research Skills
- Accountability
- Team Building
- Staff Motivation
- Staff Training
- Employee Scheduling

Experience

Group Exercise Fitness Instructor 03/2009 to Current Company Name City , State

- Instruct group exercise classes to help strengthen and tone body
- Demonstrate the correct way to use exercise equipment

Administrator Support Assistant II 09/2005 to 03/2006 Company Name City , State

- Verified that Information reported on tax returns adheres to applicable tax laws and regulations
- Maintained accurate filing system of tax related documents
- Updated tax returns made during audit process
- Transferred important documents to the appropriate department when requested.

Administrator Support Assistant II 11/2003 to 04/2004 Company Name City , State

- Planned and scheduled meetings, conferences, teleconferences, and travel
- Answered or directed inquiries
- Maintained taxpayer confidentiality
- Completed projects assigned by staff

Nursery Director 04/2001 to 12/2008 Company Name City , State

- Supervised all nursery ministry staff
- Developed reports for Ministry Coordinator and Senior Pastor
- Recruited qualified and experienced volunteers
- Managed budget for fiscal years of 2001-2008
- Trained volunteer staff on how to properly meet the demands of the nursery
- Supervised monthly staff meetings
- Ensured background checks were performed for volunteer

Data Entry Operator 03/2009 to Current Company Name City , State

- Information Processing.
- Reviewed corrected data for deficiencies, errors and incompatibilities.
- Applied data program techniques and procedures.

Education

Computer Information System Business Management Alabama State University City , State

Bachelor of Science : Business Management Huntingdon College City , State

Computer Skills

Technologically savvy, skilled in all major operation system

- Application including MS Office Suite
- Mobile Computing
- E-Mail Management

Community Service

- Premarital Counselor (2014 - Current)
- Salvation Army (2012 - Current)
- Board and Parent Coordinator (2006-2008)
- Forest Avenue Magnet School-Parent Coordinator (2008, 2009, 2010 & 2011)
- Montgomery YMCA Barracuda Swim Team (2007-2015)
- Coach YMCA Girls Volleyball (2011-2015)
- True Divine Baptist Church Community Development Program (2010-2012)
- True Divine Baptist Church Game Time Youth Mentor Program (2010-2013)
- True Divine Baptist Church Youth Ministry (2005-Current)
- True Divine Baptist Church Women Ministry (2004-Current)