

FITNESS INSTRUCTOR

Summary

Seeking a career as a Real Estate Professional; acutely focused on customer service and network building. Promptly develops vital relationships needed to operate as an effective Real Estate Salesperson.

Highlights

- Excellent communicator
- Highly professional
- Proficient in Microsoft Office
- Skilled mediator
- Clean driving record
- Negotiations expert

Experience

Company Name City , State Fitness Instructor 04/2015 to Current

- To sign clients in and to be sure they are registered for class.
- To lead, instruct, and teach choreographed group fitness classes that thrive on motivation and proper queing with an emphasis on active listening.
- To demonstrate proper form and safety techniques in an effort to achieve and receive the best results.

Company Name City , State Office Assistant/Server 03/2014 to Current

- Perform basic office duties being proficient MAC and PC, answer phones, emailing clients, scheduling events around seasonal calendar To make and reserve reservations for an even flow, to create an inviting environment that delivers quick and efficient service To serve customers in a fast-paced environment while being able to multi-task effectively with a pleasant demeanor and heart.

Company Name City , State Wellness Coordinator/Group Instructor 10/2012 to 05/2013

- To open Wellness Center, answering phones, scheduling appointments, creating monthly Newsletters, Calendar of Events for internal staff To communicate via intranet for VA employees, to send reminders for scheduled events To develop and maintain existing Excel Spreadsheets in an effort to track progress of trained staff members and new members.

Education

Associate of Arts : Management 2005 Mesa Community College , City , State , USA

Bachelor of Science : Nutrition 2010 Kaplan University , City , State , USA

Certifications

Pure Barre Certified Instructor*AFAA Certified Group Fitness Instructor*CPR/AED Certified

Skills

Appointment Setter, Multi-tasker, Adaptable, Microsoft Word, Microsoft Excel, Outlook, OneDrive, Excellent Phone Skills, Able to work in fast-pace high volume environment, Flexible, Productive and Efficient.