

## ADMINISTRATIVE OFFICE ASSISTANT

### Experience

01/2015 to Current

Administrative Office Assistant Company Name - City , State

- Provide customer service, Schedule appointments, and additional duties as needed.

01/2015 to 01/2016

Cheer Coach Company Name - City , State

- Foster a culture of sportsmanship, teamwork, and responsibility.

07/2009 to Current

Adjunct Faculty Company Name - City , State

- Lecture and communicate effectively with students from diverse backgrounds.
- Initiate thought-provoking discussions to help students build their critical thinking skills and translate their academic interests into the real world.
- Maintain an undergraduate teaching load of 3-5 courses each semester to include Medical Terminology, Women's Health, Stress Management, Human Sexuality, Nutrition Concepts, Personal Fitness/Wellness, Student Development.

01/2008 to Current

Substitute Teacher Company Name - City , State

- Adapt to variety of lesson plans to cover subject areas in grades K-12.

07/2005 to 08/2008

Fitness/Wellness Coordinator Company Name - City , State

- Interview, hire, train, schedule, and evaluate group fitness instructors.
- Maintain and manage fitness rooms and equipment.
- Sign off payroll.
- Navigate and use Class Track to provide access to specialty fitness classes.
- Organize and maintain employee records and CPR/First Aid certifications.
- Conduct monthly staff trainings and meetings.
- Execute On-campus incentive program (FITRaider&RaiderXcape).
- Coordinate and assist with special events (i.e., Fitness Xtravaganza, Tech Well, etc).
- Rename and brand fitness program (RaiderX and X2).
- Develop and manage Better U (yoga and pilates) personal training program.
- Collaborate with other departments on campus for various wellness activities (Amazing Spring Break Race, Alcohol Awareness Week, etc).
- Advise student supervisor for group fitness and special events.
- Lead Teen Raider Fitness Xperience.

01/2001 to 01/2002

Intern Company Name - City , State

- Assist with development of group fitness department upon opening of facility.
- Order fitness equipment.
- Interview, hire, and train fitness instructors.
- Coordinate monthly fitness class schedule.
- Organize the BodyPump program launch.

01/2000 to 01/2005

Group Fitness Instructor Company Name - City , State

- Instruct weekly fitness classes to a variety of ages and levels.

01/1999 to 01/2005

Group Fitness Instructor & Personal Trainer Company Name - City , State

- Educate patrons on benefits of healthy living by preparing informational bulletin boards.
- Organize and participate in special events (Partner Yoga, Survivor Challenge, Fitness Challenge, Tech's Largest Boxing/Aerobics/Water Aerobics, Resident Hall Events, Fitness Around the World).
- Instruct students and faculty in a variety of fitness classes to include: Yoga, Pilates, Step, Cardioboxing, Group Weight Training, Abs, Hi/Lo, Pre/Post-natal, Sculpting, Circuit Training, Cycling, Yogilates, Water Fitness, Ten Weeks to Health, Yoga Fusion, Nutrition Mondays, Partner Yoga/Couple's Massage, Making Yoga WORK in your Day.
- Serve on evaluation committee.
- Assist with the coordination of Fitness Expo (including teaching workshops at Expo).
- Design exercise programs specific to individual needs.
- Perform fitness assessments: heart rate, blood pressure, flexibility and muscular strength, cycle ergometer, body composition, circumference measurements.
- Counsel individuals on proper biomechanics and fitness techniques.
- Motivate and cultivate healthy lifestyle choices in health and nutrition awareness.

01/1999 to 01/2005

Lead Supervisor/Facility Supervisor Company Name - City , State

- Provide facility tours and assist Facility Manager with staff training.
- Navigate programs for facility usage and employee records.

Education

M.S : Ed, Health Promotion & Physical Education Virginia Polytechnic Institute and State University (Virginia Tech) - City , State Ed, Health Promotion & Physical Education

B.S : Human Nutrition, Foods, & Exercise Exercise & Health Promotion Human Nutrition, Foods, & Exercise Exercise & Health Promotion

B.A : Interdisciplinary Studies Political Science & Psychology Interdisciplinary Studies Political Science & Psychology

Affiliations

Fitness and Wellness Professional adept at developing comprehensive fitness and wellness programs and initiatives. Background in undergraduate health

courses QUALIFICATIONS\* Implementation and Evaluation of fitness programs\* Interactive staff training and development\* Interdisciplinary Teaching and Learning\* Budget and Financial Management \*Public Relations\* Event Planning and Coordination\* Fundraising and Sponsorship Interests

President, GW Carver Intermediate Sunday School Teacher Grade 1-2, South Norfolk Baptist Church Volunteer Coach, Chesapeake Parks and Recreation Event Coordinator, American Legion NC Post 531 President, Women's Auxiliary NC Post 531

Skills

academic, Schedule appointments, benefits, blood pressure, CPR, critical thinking, customer service, staff training, special events, First Aid, lesson plans, Medical Terminology, meetings, access, payroll, Stress Management, supervisor, teaching, teamwork, workshops, composition

Additional Information

- LEADERSHIP PTA President, GW Carver Intermediate Sunday School Teacher Grade 1-2, South Norfolk Baptist Church Volunteer Coach, Chesapeake Parks and Recreation Event Coordinator, American Legion NC Post 531 President, Women's Auxiliary NC Post 531