

## FITNESS STAFF

### Career Focus

I carry a positive attitude while interacting with people. Hard-working, friendly and energetic with five years of experience in customer/patient care. Motivated to help and care for others needs. I am always interested in expanding my knowledge in new working environments.

### Core Qualifications

- Detail oriented
- CPR and First Aid certified
- Personable and friendly
- Responsible
- Dedicated
- Nutrition supplement familiarity
- Great Communication Skills
- Fast Learner

### Education and Training

High School Diploma : 2010 Esperanza High School - City , State

Registered Dental Assistant License : Registered Dental Assistant , 2011 UEI College - City , State

Personal Training Certification : Personal Training , 2016 NAFC - City , State

### Work Experience

#### Fitness Staff

March 2016 to Current Company Name - City , State

- Established and maintained effective communication with members
- Maintained an organized work area
- Contributed to the operation of a clean, friendly and well maintained health club.
- Re-racked weights to maintain a neat, organized and clean club.
- Worked with customer service to resolve issues.
- Handled account balances and information
- Handled telephone inquiries.

#### Receptionist/ Office Clerk

October 2014 to March 2016 Company Name - City , State

- Answered and managed incoming and outgoing calls while recording accurate messages.
- Used time efficiently when not serving customers, including organizing work stations and filing paper work.
- Handling and securing personal information for credit reports and financing.
- Communicated clear requirements for finance approval.
- Determined customer needs by asking relevant questions and listening actively to the responses.

#### Registered Dental Assistant

September 2011 to September 2014 Company Name - City , State

- Politely answered phones and scheduled or confirmed office appointments and surgeries.
- Set up examination room and dental trays in preparation for examinations and procedures.
- Successfully assisted the dentist by performing four-handed dentistry and other chair-side duties.
- Completed patient paperwork and scanned into Dentrix system.
- Alerted other staff when patients arrived and prepared records for dentist review.
- Accurately recorded treatment information in patient records.
- Educated patients about proper oral hygiene and plaque control procedures.
- Worked closely with patients before, during and after dental procedures.
- Diligently cleaned instruments and work areas in accordance with sterilization and disinfectant protocol.
- Maintained clear, organized and clean work environment.

### Skills

- Proper telephone etiquette
- Excellent communication skills
- Works well under pressure
- Filing and data archiving
- Strong interpersonal skills
- Self-sufficient and confident
- People-oriented
- Organized
- Nutrition knowledge
- First Aid and CPR Certified