

Katie Linzy
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OBJECTIVE

To obtain long term employment with a well established organization where I can fully utilize my skills and abilities

EDUCATION

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| <i>Aug 2004 to
June 2005</i> | <ul style="list-style-type: none">• Illinois State University
Bloomington-Normal, Illinois |
| <i>Aug 2007 to
May 2010</i> | <ul style="list-style-type: none">• Prairie State College
Chicago Heights, Illinois
Associates in Applied Science- Fitness and Exercise |

WORK EXPERIENCE

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| <i>March 2011 to
Current</i> | Broadway Apartment Management, Springfield MA
Receptionist <ul style="list-style-type: none">• Answered visitors' inquiries about company and its services, directing visitors to their destinations, sorting and handing out mail, setting appointments, filing records, keyboarding/ data entry, sending and receiving companies emails. |
| <i>September
2010 to March
2011</i> | World Gym, Chicago IL
Group Fitness Coordinator/Personal Trainer/Group Fitness Instructor <ul style="list-style-type: none">• Assists with the development and operation of all fitness programs, hired and train new fitness staff. Set standards of program delivery that assures the highest quality programs.• Assess the needs and capabilities of individuals through fitness assessment procedures. Advise individuals on the correct method and use of exercise machines and devices including weights.• Develop individual exercise programs for individual based on age and fitness levels. |
| <i>May 2008 to
May 2010</i> | Prairie State College, Chicago Heights IL
Personal Trainer Intern to Hire |

- Controlled and implemented all the assessment tests for college students.
- Trained Faculty and student members, which included athletes
- Helped train children with special needs within the South Star Program.

*November
2007 to May
2008* **Affordable Gutters, Flossmoor IL**
Marketing Assistant

- Responsible for setting up advertising programs with various companies in order to get in front of potential new customers.
- Cold called customers about seasonal discounts and new services that are offered.
- Developed referral program incentives to retrieve new clients.

*December
2006 to
October 2007* **Guess, Schamburg IL**
Manager

- Managed the employees during their shifts making sure our daily sales targets were met.
- Focused on making sure the store was always presentable by cleaning, organizing the clothes and ensuring our sales associates were always professional.
- Emphasized a unique shopping experience by understanding their wants and needs such as style, color and size of the merchandise and providing them with knowledge about our brand.
- Updated the company's database with customers' email addresses to send out seasonal specials/discounts in order to increase our sales traffic.

REFERENCES Available Upon Request