

HIDEO ARAKI

125 Bridge Street, Boston, MA 12545
hideo@example.com
(125) 456-7890

Resourceful Yoga Instructor with 5+ years of experience working with individual clients. Enthusiastic collaborator who builds positive relationships with other yoga instructors and staff. Committed to finding newways to hone processes and optimize client services. Bilingual; Fluent in English and Spanish.

CAREER HIGHLIGHTS

YOGA INSTRUCTOR

CME Yoga Services, Boston, MA | September 2017 to Present

- ◆ Collaborate on a 5-person team providing beginner yoga instruction to seniors and individuals recovering from injury or illness
- ◆ Focus on helping each participant regain and build strength, mobility, and cardiovascular health
- ◆ Carefully modify instruction based on each individual's health status, ability Level, and rate of progress
- ◆ Introduced new documentation procedures that streamlined client intake and scheduling

ADMINISTRATIVE ASSISTANT

OLM Corp., Boston, MA | July 2015 to August 2017

- ◆ Praised for high attention to detail carrying out daily tasks in a fast-paced office setting
- ◆ Devised new filing procedures that improved efficiency by 25%

SERVER

Domino's Pizza, Boston, MA | May 2014 to June 2015

- ◆ Gained strong early experience in team collaboration and customer service at this restaurant Location

EDUCATION

ASSOCIATE OF SCIENCE - RECREATION & FITNESS

Bunker Hill Community College, Boston, MA

KEY SKILLS

- ◆ Client Satisfaction & Retention
- ◆ Customer Service & Relations
- ◆ Process & Program Improvement
- ◆ Team Collaboration
- ◆ Yoga Demonstration & Explanation

LANGUAGE

- ◆ Fluency in Spanish