

Riley Callahan

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Professional Summary

Handles team needs with forward-thinking strategies and a strong focus on daily requirements. Well-coordinated planner successful at coordinating schedules and workflows to meet business demands. Superior work ethic combined with resourceful and upbeat nature.

Work History

October 2021 - August 2022

Ahipoki - Queen Creek, AZ

Shift Leader

Trained new employees and delegated daily tasks and responsibilities.

Resolved customer complaints and issues and offered thoughtful solutions to maintain customer satisfaction.

Maintained clean and well-organized production areas to avoid violations or unnecessary work delays due to hazards or inefficient layouts.

Delivered superior training and leadership to teams to boost performance and help team members achieve performance targets.

November 2019 - September 2021

DePalma's Team USA Martial Arts - Gilbert, AZ

Martial Arts School Manager

Communicated with parents to encourage active parental participation in education.

Built productive relationships with parents of students facing difficult situations at school or at home.

Performed classroom evaluations to assess teacher strategies and effectiveness.

Trained teachers on effective teaching techniques, classroom management strategies and behavior modification.

Verified student grades, attendance and schedules.

Coordinated retrieval and distribution of student records from other schools and institutions.

Maintained school focus on learning by enforcing rules related to academics, student discipline and class attendance.

Administered standardized tests to evaluate student performance and progress.

Kept school in full compliance with established policies, legal requirements and student safety standards.

Modeled expected and appropriate leadership to promote to teaching staff and administrative personnel positive interaction with students and families.

Controlled location operational expenses and maintained budgets through balance of profit promotion and cost control.

Maintained established levels of goods based on sales forecasts and demand to fulfill orders on time.

September 2017 - November 2019

DePalmas Team USA Martial Arts - Queen Creek, AZ

Assistant Martial Arts Instructor

Taught both core principles and fighting techniques to students of all levels.

Assisted with sparring and contact exercises to pair students of similar rank, size and age.

Instructed on proper breathing techniques, stances and forms.

Coached new students by breaking down techniques into simple moves.

Imparted key etiquette points, discipline and respect.

Evaluated student performance to determine promotion in rank.

Organized and led pertinent events such as gradings, workshops, boot camps, gashukus and tournaments.

Provided lectures and demonstrations to parents, companies and other members of public to promote safety.

Met needs of different students by adapting teaching materials and methods.

Helped clients set and achieve health and wellness goals.

Organized activities to promote learning and increase student enjoyment.

Education

May 2022

Maricopa Community Colleges - Chandler-Gilbert Community College Chandler, AZ

Associate Business

Skills

Issue Resolution

Staff Training

Coordinate Events

Daily Workflows

Sales Expertise

Team Leadership

Staff Development

Sales Reporting

Account Management

Job Assignments

Optimizing Profitability

Operations Management

Physical Assessment

Interactive Learning

Injury Treatment

Personal Training Regimens

Customer Satisfaction

Providing Feedback

Competition Preparation

Skill Development

Equipment Use

Class Instruction

Skill-Building Strategies

Personalized Coaching

Presentation Skills

Student Support

Instructional Techniques

Sport Performance

Martial Arts

Self-Defense

Communications

Custom

The leading of specialized training practices for the competition of extreme martial arts at national tournaments.