



Contact Information



Brandon, Florida



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Education

Master of Science (MS)

Exercise and Nutrition Sciences

University of Tampa (UT) | Expected May 2022

Bachelor of Arts (BA)

Health and Exercise Science | 3.5 GPA

University of Oklahoma | 2020

Professional Skills

Personal Training | Exercise & Nutrition Science

Market Research | Group Fitness | Public Speaking

Project Management (PM) | Digital Marketing

Nutritional Analysis | Performance Goals

Adobe Photoshop Software | Keap® (fka Infusionsoft)

User Experience (UX) | Social Media Advertising

MS Word | Excel | PowerPoint | Outlook | Teams |

Azure DataStudio | UPS Worldship

Certification Career Notes

- *Constructed personalized exercise regimens as a Certified Personal Trainer (NSCA-CPT).*
- *Behavioral Change Specialist (NASM-BCS)*
- *Weight loss Specialist (NASM-WLS)*
- *First Aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillators (AED) certified.*

Leadership Mantra

“At the end of the day people won’t remember what you said or did, they will remember how you made them feel.” - Maya Angelou

SARAH I. WESLEY

Operations Administrator | Exercise & Nutrition Science

Leadership Profile

Sooner Society College Scholarship recipient, Personal Trainer, and Former Award-Winning Collegiate Rowing Athlete with over four years of servant leadership experience seeking to leverage nutrition, fitness training, and health expertise. Currently pursuing a Master of Science (MS) degree in Exercise and Nutrition Sciences from the University of Tampa (UT). Acquired a Bachelor of Arts (BA) degree in Health and Exercise Science from the University of Oklahoma (OU) in 2020 while achieving a 3.5 GPA. My goal is to help people lead healthy lifestyles preferably through exercise and nutrition.

Every day is an opportunity to do better and be better.

Professional Experience

Nutrition Solutions

Operations Administrator

09/2020 – Present

Tampa, Florida

- Configure PCs/Macs with the required environment software, printer setup and company specific software.
- Coordinate with sales team to promote accurate and timely processing of orders for clients
- Import and track shipments through UPSWorldship
- Coordinate with UPS to ensure packages delivered in timely manner
- Anticipate delayed packages and communicate to client success team
- Create order pack lists ensuring clients receive proper order
- Coordinate delivery routes with local delivery drivers
- Communicate and maintain good relations with vendors
- Create, update, and maintain weekly meal demand & inventory
- Uphold standard operating procedure with weekly menu creation
- Assure exceeding high quality with custom/VIP orders, weekly menus, and shipping procedures
- Lead and create twice weekly hour long employee physical training (PT) with team building, HIIT, Crossfit, endurance or resistance style workouts

Mulberry Lawn Care

Assistant Secretary

05/2016 – 08/2017

Laverne, Oklahoma

- Excelled in fundamental clerical skills such as typing, filing paperwork, accounting/ bookkeeping, scheduling clients, managing time, and composing reports that embodied the company’s strategic objectives.
- Managed profitable portfolio of accounts by performing financing audits of returning consumers.