

INTERN

Professional Profile

As a results driven fitness trainer and coach with more than 4 years of relevant experience in the fitness field; I maintain a passion for developing programs that improve fitness, improve stamina, and develop healthy living styles. My strong customer service skills, written and oral communication abilities, and organizational attributes will help me advance in a fitness and wellness based career.

Qualifications

- Proficiency in Microsoft Word, Excel, and PowerPoint
- Quick learner
- Training and development
- Results-oriented
- Client-focused
- Customer Service
- Sales

Relevant Experience

Corporate Wellness

- Assisted completing assessments for 4 corporate wellness companies in the Denver area.

Documentation

- Wrote and edited documents to keep team informed on policies and procedures.

Marketing/sales

- Implemented online marketing strategies which resulted in 15% growth of customer base.

Experience

January 2017 to April 2017

Company Name City , State Intern

- Shadowed personal training sessions, group fitness classes, corporate wellness clients, and new client testing.
- Designed 10 daily workouts to be stored in the Inward Fitness library to be given out to clients.
- Created and executed a 30 day fitness challenge for clients of the gym.
- Proposed outside educational events to do a sports clinic at.
- Planned and executed a fitness presentation to the staff.

September 2015 to January 2017

Company Name City , State Fitness Coach

- Worked one-on-one with online clients, personal training clients, and coached both small and large group fitness classes.
- Designed and implemented training and nutrition schedules based on client's fitness assessments, in order to achieve their fitness goals and optimal results.
- Energetically guided clients in solo and group exercise activities, taking into account individualized physical limitations.
- Assisted the owner with facility marketing, membership sales, and member engagement.
- Was highly involved in the social media aspect of the facility which included Facebook and Instagram.

September 2013 to June 2016

Company Name City , State Group Fitness Instructor

- Demonstrated leadership capabilities at the front of a class while making it a safe and enjoyable fitness experience, while ensuring member retention.
- Met participants before and after class to answer questions and maintain a positive exercise experience.
- Established organizational skills in creating and preparing combinations to be taught within the parameters of the format.
- Represented a high degree of energy and endurance to complete each fitness class in its entirety.

September 2011 to June 2016

Company Name City , State Group Fitness Instructor

- Developed, organized, and taught group workouts for members that included various aerobic and weight training routines.
- Prepared teaching area for each class and organized all equipment at the end of each class.
- Guided beginner, intermediate, and advanced fitness classes.
- Demonstrated a solid knowledge of workout routines based on appropriate skill levels.

July 2007 to Current

Company Name City , State Technical Specialist II

- Ensure accurate and timely reconciliation of client accounts in order to provide clients and branches with all of the reporting information for

their investments.

- Provide superior customer service to our clients to support the firm's objectives.
- Contribute to an inclusive team oriented work environment to maximize team productivity.
- Continuously seek and determine ways to identify opportunities to improve processes for internal Oracle reports.

March 2004 to August 2007

Company Name City , State Customer Service Manager

- Exercised general supervision of the staff to ensure all functions are performed in accordance with established guidelines and procedures.
- Was a member of the elite training program which involved the training, motivation, and monitoring of direct reports.
- Performed monthly, quarterly, and yearly audits of the branch in order to stay in compliance.
- Diligently stressed quality customer service and sales quotas to each associate.

Education

2017

Missouri Baptist University

City , State Exercise Science

Bachelor of Science

2017

Missouri Baptist University

City , State Exercise Science

Master of Science Master Certificate in Exercise Science

2005

St. Louis Community College

City , State Business Administration

Associate of Arts

Affiliations

Member, United Way of St. Louis - Edward Jones Division (2010 - 2017)

Certifications

Certified AFAA Group Fitness Instructor, Certified AFAA Mat Pilates Instructor, Certified Spin 360 Instructor, CPR and First Aid Certification

Skills

Exercise Science: Online coaching, good teaching and instructional abilities, CPR and First Aid, macro counting, Corporate Wellness assessments, ability to motivate others, and desire to promote all aspects of health and wellness.

Other skills: Microsoft Word, Excel, PowerPoint, Oracle, sales, customer service, investments, organizational skills, process improvement, enthusiasm and energy, and excellent interpersonal skills.