

FITNESS TRAINING AND MANAGEMENT CAREER PROFILE

Several Years of Experience in Fitness Management and Personal Fitness Training

Results-focused, quality-driven professional with extensive experience in health club management, business administration and personal fitness training, demonstrating consistent achievement of objectives, strong multi-tasking and service skills, and dedication to organizational goals

Advanced presentation and relationship development abilities, with track record of success improving sales and policies/procedures to ensure profit turnarounds

Core Knowledge & Skill Areas:

- ♦ Client Relationships
 - ♦ Talent Acquisition & Training
 - ♦ Fast-Paced Environment
 - ♦ Highly Motivated
 - ♦ Revenue Growth
 - ♦ Marketing/Promotions
 - ♦ Program Development
 - ♦ Payroll Processing
 - ♦ Personal Fitness Training
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RELEVANT WORLD HEALTH CLUB October 2002 – Present
EXPERIENCE FITNESS MANAGER - KENSINGTON

Recruited, pre-screened, and interviewed qualified candidates for open positions, placed qualified candidates on assignment. Held full responsibility for accounting, finance, and budget operations. Created promotional materials to advertise organization and promote growth. Maintained personal rapport and win-win relationships with vendors, members, and customers. Selected Accomplishments:

- ♦ Decreased employee turnover by 20% during first quarter, increased fill rate to 100% in addition to cutting fill time from 5 days to 2 days.
- ♦ Problem-solved employee issues related to attendance, tardies, performance, attitude, and production. Worked with the employee to resolve issues or conflicts and increase productivity while decreasing absentees and tardies.

PERSONAL FITNESS TRAINER – SOUTH CLUB

Recruited and pre-screened qualified candidates for open positions, evaluated benefits and insurance plans, and managed payroll, taxes, and contributions. Held full responsibility for accounting, finance, and budget operations. Created promotional materials to advertise organization and promote growth. Maintained personal rapport and win-win relationships with vendors, members, and customers. Selected Accomplishments:

- ♦ Improved accounting and budgeting practices to save time/money, renegotiated vendor contracts to lower expenses, and revised human resources policies and procedures to increase efficiency and relevancy.
- ♦ Managed annual budget of \$400K, evaluated benefits and insurance policies regularly, made recommendations to the Corporate Officer's/Board of Trustees regarding employee issues, HR policies and procedures, and organizational finances.

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ACCOUNTING PRINCIPALS, INC. Jacksonville, FL January - July 2005

OPERATIONS COORDINATOR/RECRUITER

Oversaw all aspects of recruiting, pre-screening, and interviewing potential candidates, conducted background screenings, reference checks, and education verification. Placed candidates in temporary positions and skill-marketed qualified candidates to clients. Selected Accomplishments:

- ◆ Restructured payroll from a five day process to one day. Wrote policies and procedures how-to manual on payroll for corporate distribution. Updated new employee orientation and training materials to better overall understanding. Established contacts with new clients; created new recruiting strategies to increase candidate pool, and ensured branch maintained compliance with all employment laws.

UNIVERSITY OF NORTH FLORIDA, Jacksonville, FL March – December 2004

STUDENT EMPLOYEE

- ◆ Scheduled meetings, conferences, campus activities and completed reservations, assisted with office procedures and administrative tasks. Executed payroll bi-weekly, managed new hire paperwork, and completed purchase orders.

MAGELLAN ACADEMIES AND CDC, Jacksonville, FL October 2002 – November 2003

ACCOUNTS RECEIVABLE AND HR COORDINATOR

Performed new employee orientation and training, completed benefits enrollment, and prepared payroll weekly for 350+ employees. Managed accounts payable, receivable, and vendor invoicing. Developed and maintained on-going relations with customers, resolved customer conflicts, and facilitated communication between corporate office and individual branches. Selected Accomplishments:

- ◆ Implemented new system for maintaining customer and employee records to increase efficiency. Wrote several news releases featuring the organization that were published in local newspapers including the Florida Times Union and Jacksonville Business Journal.

PROFESSIONAL DEVELOPMENT NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY (NAIT)
Personal Fitness Trainer Program, 2001

GRANT MACEWAN COLLEGE
Management Studies Program, 1998

Conferences/Seminars:

Can-Fit Pro, 2001 ■ Business of Personal Training, 2005 ■ Sales Training and Techniques, 2006
Sales Training, Goal Setting, and Life Coaching, 2007 ■ World Health Club Leadership
Training Program, 2006

CERTIFICATION ■ Medical Exercise Specialist (MES), 2004
 ■ AFLCA – Basic Theory
 ■ AFLCA – Resistance Training
 ■ CPR and First Aid
 ■ CPC Certification