

JANE SMITH

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EXERCISE SCIENCE/KINESIOLOGY GRADUATE

Sport Performance Training & Rehabilitation/Program Design & Management/Customer Service & Support

SUMMARY OF SKILLS

A self-motivated and driven Exercise Science graduate contributing a passion for excellence, contagious enthusiasm, formal education, and practical, hands-on industry experience in a variety of capacities and environments. Quick learner with an ability to rapidly achieve organizational integration, easily assimilate job requirements, and aggressively employ new ideas, concepts, methods, and technologies. Accustomed to working under fast-paced, high-volume, time-sensitive conditions. Team-player and leader with the propensity to establish and maintain solid relationships with co-workers, management, and clients. Exceptional interpersonal, organizational, presentation, and communication skills. Strong background in injury prevention, sport performance training, and personal training. Proficient in Microsoft Office applications and data entry.

KEY STRENGTHS

- *Program Design/Coordination*
- *Client Education/Training*
- *Team-Building & Coaching*
- *Patient Transportation*
- *Strength & Core Conditioning*
- *Health & Wellness Promotion*
- *Presentations/Public Speaking*
- *Customer Service/Satisfaction*
- *Injury Prevention/Rehabilitation*
- *Group Facilitation/Instruction*
- *Fitness/Performance Assessment*
- *Administrative/Office Support*

EDUCATION

Bachelor of Science in Kinesiology; Concentration in Strength and Core Conditioning
California State University Fullerton, Fullerton, California; Graduated: May 2010

CORE CURRICULUM

- History and Philosophy of Human Movement ▪ Human Anatomy and Physiology ▪ Human Motor Control and Learning
 - Instructional Analysis of Human Movement ▪ Introduction to Athletic Training
- Management of Sport/Exercise Emergencies ▪ Measurement and Statistics in Kinesiology ▪ Movement Anatomy
- Nutrition ▪ Physiology of Exercise ▪ Prevention and Care of Athletic Injuries ▪ Principles of Human Movement
 - Principles of Strength and Conditioning ▪ Psychology of Sport and Physical Activity
 - Sports, Games and Culture ▪ Stress Management ▪ Techniques of Coaching

DESIGNATIONS/CERTIFICATIONS

- Certified Strength and Conditioning Specialist (CSCS) (In Process) - National Strength and Conditioning Association
 - Emergency Medical Technician (EMT) - North Orange County Regional Occupational Program
 - Automated External Defibrillator (AED) ▪ Cardio Pulmonary Resuscitation (CPR) ▪ First Aid Certified

INDUSTRY INTERNSHIPS/RELEVANT EXPERIENCE

ABC Company <i>Intern</i>	Any Town, USA	Jan. 2009 - Sept. 2009
ABC Company <i>Emergency Medical Technician</i>	Any Town, USA	Jun. 2008 - Jan. 2009

KEY QUALIFICATIONS

- Oversaw and facilitated a “Developing Athleticism” program for up to fifteen (15) children ages six (6) - twelve (12); instructed students in a variety of sports performance training and injury prevention techniques including good body mechanics/biomechanics, endurance, speed, agility, and hand-eye coordination.
- Designed and presented sport specific strength training exercises for high school sports teams.
- Assessed fitness levels and designed one-on-one training programs; motivated clients to exercise and monitored fitness progress.
- Performed fitness assessments, evaluated results, and recommended a course of action.
- Created and presented health promotion programs to groups of various sizes.
- Developed, implemented and maintained a document management system to ensure participant safety; created legal contracts, updated fitness goals sheets, and collected and recorded participant medical histories.

KEY QUALIFICATIONS (CONTINUED)

- Spearheaded the creation of an administrative database for program participants; utilized data to maintain payment history and to market program through flyers, mailers, and personal contact.
- Performed patient assessments and provided appropriate care as outlined by protocols and medical guidelines.
- Transported up to fifteen (15) patients daily; responded to respiratory, cardiac, and trauma incidents in a wide geographical area.
- Collaborated with medical professionals to coordinate stabilization, care, and transport; provided emergency medical services and complied with on-site physicians providing medical oversight and direction.
- Provided emergency room personnel with detailed observations of patient condition.
- Responded immediately and confidently in emergency situations and stressful environments.
- Assumed increasing levels of responsibility and leadership for an electronics manufacturing and repair solutions company; provided a wide range of administrative and support role duties within the Quality Assurance, Purchasing, Sales, Customer Service, and Accounting departments.
- Designated project manager in the preparation of a company of seventy-five (75) for AS9100 Registration; created project plan and timelines, gathered documents, wrote and implemented procedures, and prepared application for submittal.
- Maintained exceptional customer service skills; assisted sales department with Request for Quotes (RFQs), prepared customer quotes, tracked orders, and ensured on-time delivery.
- Established and maintained strong working relationships with all departmental staff; repeatedly requested to provide back up support to busy departments.
- Worked independently and resolved issues autonomously.

PROFESSIONAL CHRONOLOGY

ABC Company Any Town, USA Aug. 2006 - May 2008/Jan. 2009 - Present
Buyer/Quality Assurance Administrator/Sales Support

ABC Company Any Town, USA Jan. 2006 - Jul. 2006
Customer Service Representative

VOLUNTEERISM

- Chaplin/Member, Alpha Delta Pi
- Fundraiser, Ronald McDonald House
- Volunteer, Habitat for Humanity

References Furnished Upon Request