

NAME

Email address ♦ P.O. Box 5555 ♦ Sarasota, FL 34278 ♦ (941) 555-5555

OBJECTIVE:

A position in office management using my skills in organization, time management, communications, training, leadership, and project development.

SKILLS PORTFOLIO:

ORGANIZATION & TIME MANAGEMENT	Highly organized; currently coordinate multiple programs and schedules for Sarasota's HealthSouth rehabilitation and wellness center. Ability to set and achieve goals and deadlines by planning, organization, and time management.
COMMUNICATIONS	Excellent oral and written communications skills, including presentations, training programs, and one-on-one involvement, both professionally and personally. At ease in public speaking.
TRAINING & LEADERSHIP	Ability to lead by example with enthusiasm and hands-on involvement. Experience in leading groups and facilitating discussions in mentorship program for high school girls. Skilled in training groups and individual members on specialized fitness equipment and wellness programs.
PROJECT DEVELOPMENT	Enjoy the challenge of initiating a program and developing it to success. Recently planned and implemented a pulmonary wellness program in a clinical fitness setting.
CUSTOMER SERVICE	Received numerous letters of commendation from customers for exemplary assistance in wellness program. Maintain friendly, courteous, and professional manner.
COMPUTER	Keyboarding at 40+ WPM. Familiar with Microsoft Word, Works, and Internet. Exposure to Microsoft Excel. Skilled in data entry and operation of custom medical and exercise software. Quick learner.
MEDICAL	Familiar with medical terminology and definitions through experience in clinical settings. Current CPR certification for adult, child, and infant. Completed EKG training course in April 2002. MedX certified (specialized medical exercise equipment).
PERSONAL	Quick learner, highly responsible, hard working, prompt, and efficient. Achieved highest rating on performance reviews.

EXPERIENCE:

HealthSouth Rehabilitation Hospital of Sarasota <i>Exercise Specialist; Wellness Program Coordinator</i>	Sarasota, FL 1998-Present
Mary Kay Cosmetics <i>Independent Consultant</i>	Sarasota, FL 2001-Present
Sarasota Memorial Hospital <i>ECG Technician</i>	Sarasota, FL 1997-1998
Student Practicum and Internship <i>Clinical Rehabilitation</i>	Various locations 1996-1997

EDUCATION:

University of Florida <i>BS, Exercise & Sports Sciences/Wellness; Delta Psi Kappa honorary fraternity member.</i>	Gainesville, FL 1996
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VOLUNTEER & COMMUNITY SERVICE:

- ♦ Group leader for a faith-based mentorship program for high school girls. Involved teaching, leading discussions, and service outreach trips to destinations including New York City, Washington D.C., and Nicaragua. 1998-2001.
- ♦ Student volunteer, sports medicine and physical therapy, Sarasota Memorial Hospital. 1998-1999.
- ♦ Volunteer service for Special Olympics. 1994-1996.