

Jane Doe

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Summary of Qualifications

Fitness and nutrition professional with formal industry education, passionate about weight management and client education seeking opportunity to utilize dynamic skill set; core competencies include:

- Wellness & Nutrition
- Fitness Assessment
- Anatomy & Physiology
- Exercise Prescription
- Retail Management
- Customer Service Expert
- Consumer Sales
- Inventory Management

Education

Pinnacle Career Institute – Kansas City, MO Complete January 2014
Certified Personal Trainer Program

- ACE Certified
- Presidential Honors Student, Student of the Quarter & Exemplary Attendance

Kansas City High School – Kansas City, MO Complete 2006
HS Diploma

Professional Experience

Applebee's – Kansas City, MO April 2008 to Present
Server

- Provide first-class customer service in fast-paced environment while also ensuring the restaurant remains clean, safe, and aesthetic
- Quickly build rapport with patrons to generate loyal customers and referrals

Blockbuster – Kansas City, MO March 2003 to April 2008

Assistant Manager

- Responsible for all store operations including opening and closing store, reconciling and depositing money, customer service, merchandising and inventory management
- Hire, train, schedule and supervise personnel to meet store needs

Dollar General – Kansas City, MO November 2001 to March 2003
Assistant Manager

- Support all roles and exceed leadership expectations by ensuring all customers are properly serviced, store is properly staffed, inventory and revenue is accounted for, and marketing initiatives are properly executed