

CHRIS KIMBALL

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RECREATIONAL SPORTS MANAGEMENT

Community-based Programs • Parks and Recreation Activities • Health/Fitness Clubs

- ▶ Enthusiastic, people-oriented team player/leader/supervisor. Broad experience in managing athletic programs and facilities. Create an energizing yet safe educational experience that motivates youth and adults to achieve physical, academic and personal goals to the best of their ability.
- ▶ Plan, organize and direct recreational programs for groups and individuals that address diverse interests of the population served. Strong orientation in customer service/satisfaction. Adapt quickly to new and challenging situations as well as changing public interests. Report and follow-up regarding facility maintenance and safety concerns.
- ▶ Persuasive, outgoing and athletic. Notable interpersonal skills and positive sense of humor. Readily establish rapport with people from diverse backgrounds and ages.
- ▶ Organized, capable and hard working. Eager to learn and develop new skills. Highly responsive to business objectives and customer needs. Gather facts and consider big-picture before making decisions. Self-motivated to identify and resolve problems using available resources.

EMPLOYMENT

Mac's Pharmacy – Poland, Ohio

2004 – 2006

PHARMACY TECHNICIAN

- Delivered first-class customer service as first-line representative of retail pharmacy. Took pride in recognizing and addressing repeat customers by name, thus enhancing their shopping experience by making them feel valued.
- Educated customers on insurance policies and Medicare/Medicaid guidelines as well as basic product knowledge. Self-motivated to read pharmaceutical magazines to stay current with trends in pharmaceutical care.
- Provided technical and clerical support to pharmacist. Under direct supervision of pharmacist, measured, mixed, packaged, labeled and delivered medications. Received praise from pharmacist for being focused, organized and time efficient.
- Familiar with third-party insurance plans including Medicaid. Experienced using pharmacy database system and dispensing medication. Maintained established procedures concerning quality assurance, security of controlled substances and disposal of hazardous waste.
- Planned and implemented procedures such as mixing, packaging and labeling pharmaceuticals according to policies and legal requirements. Comfortable answering drug information questions from both health care providers and patients. Maintained accurate records including pharmacy files, charge systems, inventory and control records. Honored confidential nature of information.

Brownsville Community Center – Brownsville, Ohio

1992 – 2004

ATHLETICS AND BUILDING SUPERVISOR (part time)

- Supervised and managed all sports programs, facilities and services for the athletics division of the Parks and Recreation Department held in an \$8 million sports complex and 5 athletic fields, 2 swimming pools and 3 outdoor tennis courts, serving town-wide population of 13,500. Maintained complete, accurate personnel, safety and program records.
- Developed, supervised and managed youth, adult and senior sport and aquatic programs, special events and instructional classes, ensuring maximum safety and comfort for participants. Programs such as after-school youth sports and day camp classes ran smoothly due to meticulous attention to detail and follow through. Wrote policies and procedures; implemented and enforced standards.

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Brownsville Community Center, *continued*

- Scheduled and supervised building maintenance; coordinated cleaning crews, aquatic facility and gymnasium preservation specialists. Received praise from program participants regarding consistent appearance and physical conditions of the facilities.
- Courteously responded to requests for information by telephone and in person. Diplomatically fielded complaints from community residents and resolved concerns to satisfaction of customer and community center.

Delta Global Services – Cleveland, Ohio

2000 – 2004

RAMP AGENT

- Guided aircraft onto ramp and jetway. Readied aircraft in efficient manner that contributed to on-time arrivals and departures. Ensured safe and efficient loading and unloading of passengers and cargo. Reviewed cargo forms and other paperwork for accuracy.
- Trained new employees on company guidelines and standards to facilitate consistent delivery of friendly customer service.

Marlboro Corporation – Cleveland, Ohio

1992 – 2000

PROMOTIONAL ASSISTANT

- Met with bar managers/owners to present promotional plans and sign contracts. Public relations activities at weekly events increased business for bar owners and prompted repeat promotional contracts for employer.
- Supervised and trained other promotional staff at events, boosting skills of staff and enabling them to successfully manage all facets of an event.

COMMUNITY SERVICE / PROFESSIONAL ASSOCIATIONS

Special Olympics, Volunteer Coach
Red Cross Fundamentals of Instructor Training (F.I.T.)
National Alliance for Youth Sports
National Youth Sports Coaches Association (NYSCA)

EDUCATION / CERTIFICATION

Red Cross Multi-Media First Aid and CPR certified

BS, Commercial Recreation, 1996, Kent State University – Kent, Ohio

Recreation Group Leadership

Commercial Recreation and Tourism

Process of Program Planning

Leisure and Culture

Dynamics of Leisure Behavior

Practice in Therapeutic Recreation

Introduction to Leisure Services

Outdoor Education and Internship Service

History and Principles of Recreation

Lifespan Motor Development

Administration of Leisure Services

Special Populations

Resources for Leisure

Maintenance & Operations of Leisure Areas

Leisure and Law

Recreation and Aging

Leisure Education

Adventure Education

PERSONAL STRENGTHS

Descriptive terms of personal strengths in the workplace based on Professional Behavioral Profiling

People-oriented ~ Interact with others in assured, diplomatic and poised manner ~ Respect for authority and organizational structure ~ Optimistic ~ Enthusiastic ~ Outgoing ~ Use people skills to build group involvement and increase participation from group