

# Jane Doe

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OBJECTIVE:	Seeking an exercise science internship with University of Louisville’s Get Healthy Now program utilizing my educational background, related experience, and interpersonal relationship skills.		
EDUCATION:	University of Louisville	Louisville, KY	
	Bachelor of Science in Health and Human Performance Concentration: Exercise Science	Currently Attending	
	Jefferson Community and Technical College	Louisville, KY	
	Associate of Science	05/2023	
CERTIFICATION(S):	National Academy of Sports Medicine (NASM), Personal Training Certification	05/2022	
	American Heart Association, Basic Life Support- CPR & AED	04/2023	
SKILLS & ABILITIES:	<ul style="list-style-type: none"><li>• Knowledge of wellness coaching best practices through coursework and experience as a trainer.</li><li>• Experienced in completing fitness assessments with clients and making easily understood recommendations.</li><li>• Able to provide nutritional guidelines to clients based on individual needs and dietary restrictions.</li><li>• Adept at problem solving and able to easily assess the physical conditioning of others.</li><li>• Skilled in motivating people to optimize their physical fitness potential.</li><li>• Strong understanding of anatomy and physiology.</li><li>• Displays empathy, client relations, and excellent communication skills.</li></ul>		
RELATED EXPERIENCE	Louisville Athletic Club	Louisville, KY	
	Trainer	03/2022 - Present	
	<ul style="list-style-type: none"><li>• Provide excellent customer satisfaction by meeting and exceeding members’ expectations for quality and service.</li><li>• Perform scheduled fitness assessments, track client progress with photos and electronic records.</li><li>• Provide general education about nutritional strategies to optimize fitness.</li></ul>		
	Jones Physical Therapy	Louisville, KY	
	Volunteer	01/2020 - 01/2022	
	<ul style="list-style-type: none"><li>• Assisted therapists and technologists with patient exercise activities.</li><li>• Aided with other duties as needed such as transporting patients in wheelchairs.</li><li>• Kept exercise mats straightened for patients.</li></ul>		
ADDITIONAL EXPERIENCE	UPS	Louisville, KY	
	Administrative Assistant	08/2021 - Present	
	<ul style="list-style-type: none"><li>• Collaborate with leadership to create nightly shift duties while considering business needs and work effectively with parallel teams to consider priorities.</li><li>• Organize office, collect, and file paperwork, and answer corresponding inquiries regarding new-hire staffing and training process.</li><li>• Update and upload plane manifest into operational and federal systems, providing accurate detail of all materials onboard.</li></ul>		
	Runners of Louisville, Member	10/2021 - Present	
COMMUNITY ENGAGEMENT & ACCOMPLISHMENTS	Metropolitan College, Participant	08/2021 - Present	
	Jones Physical Therapy, Volunteer of the Year Award Recipient	2021-2022	