

# Jane Doe

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## OBJECTIVE:

Seeking an exercise science internship with Get Healthy Now that uses my educational background, related experience, and interpersonal relations.

## EDUCATION:

### University of Louisville

Bachelor of Science in Health and Human Performance

*Concentration: Exercise Science*

Louisville, KY

Currently Attending

### Jefferson Community and Technical College

Associate of Science

Louisville, KY

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:

- Knowledge of wellness coaching best practices through coursework and experience as a trainer.
- Experienced in completing fitness assessments with clients and making easily understood recommendations.
- Able to provide nutritional guidelines to clients based on individual needs and dietary restrictions.
- Adept at problem solving and able to easily assess the physical conditioning of others.
- Skilled in motivating people to optimize their physical fitness potential.
- Strong understanding of anatomy and physiology.
- Displays empathy, client relations, and excellent communication skills.

## RELATED PROFESSIONAL EXPERIENCE:

### Louisville Athletic Club

*Trainer*

Louisville, KY

03/2022 - Present

- Provide excellent customer satisfaction by meeting and exceeding members' expectations for quality and service.
- Perform scheduled fitness assessments, track client progress with photos and electronic records.
- Provide general education about nutritional strategies to optimize fitness.

### Jones Physical Therapy

*Volunteer*

Louisville, KY

01/2020 - 01/2022

- Assisted therapists and technologists with patient exercise activities.
- Aided with other duties as needed such as transporting patients in wheelchairs.
- Kept exercise mats straightened for patients.

## ADDITIONAL WORK EXPERIENCE:

### UPS

*Administrative Assistant*

Louisville, KY

08/2021 - Present

- Collaborate with leadership to create nightly shift duties while considering business needs and work effectively with parallel teams to consider priorities.
- Organize office, collect, and file paperwork, and answer corresponding inquiries regarding new-hire staffing and training process.
- Update and upload plane manifest into operational and federal systems, providing accurate detail of all materials onboard.

## COMMUNITY ENGAGEMENT & ACCOMPLISHMENTS:

- **Runners of Louisville**, *Member* 10/2021 - Present
- **Metropolitan College**, *Participant* 08/2021 - Present