

## Name

201 South 1460 East • Salt Lake City, Utah 84112  
801-581-6186 • studentemail@utah.edu

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### Education

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**University of Utah**  
*Bachelor of Science, Exercise and Sports Science*  
Nutrition Minor

**Salt Lake City, Utah**  
*Month 20xx*  
3.8 GPA

### Related College Course Work

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Anatomy	Physiology of Fitness	Exercise Programming
Kinesiology	Emergency First Aid	Human Motor Development
Aging and Exercise	Weight Management	Exercise & Health Perspectives
Nutrition Intervention	Cultural Aspects of Food	Healthy Weight for Life

### Certifications

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CPR Certified Month Year  
ACSM Health/Fitness Instructor Qualified Month Year (tentative)

### Experience

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**Highland Cove Retirement Community** **Sandy, Utah**  
Health Specialist Intern Month Year - Present

- Designed and instructed group exercise classes meant to engage the senior population
- Executed performance evaluation testing using body fat calipers and blood pressure cuffs
- Performed fitness tests and advised of results that included an action plan to incorporate healthy lifestyles changes
- Taught nutritional lunch series meant to engage participants in a healthy eating plan

**University of Utah** **Salt Lake City, Utah**  
Residential Advisor Month Year - Month Year

- Developed an educational atmosphere through positive role modeling
- Demonstrated leadership skills with diverse backgrounds and emergency procedures
- Facilitated and created community building to ensure trust and camaraderie among peers and senior staff

**Hallmark Cabinets** **Salt Lake City, Utah**  
Executive Assistant Month Year - Month Year

- Advised customers and delivered outstanding service through one on one feedback and over the phone responses
- Created promotional flyers using Microsoft Publisher to enhance programs public awareness
- Coordinated and communicated well with co-workers to ensure efficiency and equality
- Developed spreadsheets in Microsoft Excel to increase organization and efficiency

### Volunteer Work

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**Friendship Manor** **Salt Lake City, Utah**  
• Provided company and play board games with senior citizens Month Year - Present

**Guadalupe Center** **Salt Lake City, Utah**  
• Worked with adults learning English as their second language Month Year - Month Year

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## EDUCATION

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<b>University of Utah</b> <b>Bachelors of Science, Health, Society and Policy</b> <i>Business minor</i>	<b>Location</b> <b>Month 20xx</b>
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## RELATED COURSE WORK

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Business Law	Community Health Issues
Accounting Fundamentals Health	Politics and Budgets
Health Services Administration	Epidemiology
Environmental Health	Management of Nonprofit Organizations
Marketing Vision	Bioethics

## RELEVANT EXPERIENCE

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<b>HEAL Utah (Healthy Environment Alliance of Utah)</b> <b>Volunteer Coordinator, Intern</b>	<b>Location</b> <b>Month 20xx</b>
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- Created tri-fold pamphlet on air quality and the impact that inversions and other factors leading to poor air quality will have on Salt Lake City's economic development.
- Recruited students from the University of Utah to promote awareness of the interconnectedness of air pollution and economic growth through tabling, speaking to groups and distributing information.
- Lobbied, along with 40 other volunteers, select legislative members of the Economic Development Task Force to better fund the Division of Air Quality.
- Assisted with HEAL Utah events, including press conferences, regulatory hearings and monthly HEAL Community educational nights.

<b>ARUP Laboratories</b> <b>Lead Trainer, Processing Technician</b>	<b>Location</b> <b>Month 20xx</b>
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- Coordinate daily operations of 4-person specimen processing training group
- Conduct all hiring interviews, performance evaluations, scheduling varied shifts
- Ensure all procedures done according to section protocol and on deadline
- Proficient in use of centrifuges, balance, pipettes, electrophoresis equipment
- Prepared blood specimens for laboratory testing – triage, data entry, delivery

<b>Kearns High School, Granite School District</b> <b>Volunteer Assistant Wrestling Coach</b>	<b>Location</b> <b>Month 20xx</b>
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- Coached 5 boys in lowest weight classes, organized and ran daily practices

## SKILLS

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- CPR/AED First Aide Certified
- Medical, health care business terminology, HIPAA
- Working knowledge of conversational Spanish; v competent from diverse high school, workplace, and community experiences