**WALDO WILDCAT**

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# **EDUCATION**

**Bachelor of Science: Outdoor and Community Recreation Education**  April 20xx

*Weber State University, Ogden, UT* GPA 3.8

**INTERNSHIP**

**Parks and Recreation Department Intern** January 20xx - Present*Syracuse City, Syracuse, UT*

* Communicates information about programs, facility memberships, admission rates and department policies and procedures to the public in a polite and effective manner
* Establishes recreation division work plans such as regular maintenance and facility upgrades and monitors project progress
* Coordinates with local businesses to arrange sponsorships and participation in events such as Park Arts & Food Truck Tuesdays

**RELEVANT EXPERIENCE**

**Assistant Recreation Manager** September 20xx - Present

*Ogden City Parks and Recreation Dept., Ogden, UT*

* Controls labor and operating expenses through effective scheduling, budgeting, purchasing decisions, inventory and cash control
* Maintains the swimming area, moorings, and float raft and ensures that both are kept in guest ready condition
* Assists management in the recruitment and training of employees, including skill pass-offs and retraining if necessary
* Ensures all team members are current in their in-service first-aid training, and other required safety trainings

**Recreation Leader** June 20xx - September 20xx

*The Lodge, Ogden, UT*

* Directed recreation staff in the creation and delivery of a variety of recreational activities for senior citizens, including arts & sports
* Confirmed all safety protocols were followed by all staff members, including food handler permits and current CPR certification
* Provided in-room recreational opportunities for sick individuals by adapting activities according to their limitations and interests

## VOLUNTEER EXPERIENCE

**Volunteer Youth Soccer Coach** August 20xx – November 20xx

*American Youth Soccer Organization, Ogden, UT*

* Planned and conducted weekly practice sessions, adjusting techniques and intensity based on the participant’s needs
* Communicate with parents to ensure they are informed about game and practice schedules, rules, etc.
* Explain and enforce safety guidelines, including the proper use of equipment, and safe slide tackling training

## CERTIFICATIONS

**Adult, Child, & Infant First Aid/CPR/AED Certification** Expires: June 20xx

*American Red Cross, Ogden, UT*

## AWARDS AND ACHIEVEMENTS

Ogden City Full Ride Scholarship August 20xx

Honor Roll and Deans List May 20xx

Ogden Community Service Award in Excellence October 20xx