**Carley Uden**

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| \*Contact info available upon request and not included for the purposes of Kin 3190 class assignment\* |

**OBJECTIVE**

To secure a job upon graduation from my undergraduate program that allows me to enhance my current abilities in customer service and develop my knowledge of the job opportunities available throughout the field of kinesiology.

**HIGHLIGHTS OF QUALIFICATIONS**

* Highly motivated and enthusiastic team player with a keen desire to continually improve knowledge and update skills.
* Possesses a range of customer service qualities including patience, empathy, consideration and a high level of communication skills.
* Excellent communication and interpersonal skills.
* Reliable, efficient and goal-oriented individual with a proven ability to use initiative and to work under pressure with a positive attitude.
* Skilled in troubleshooting problems with clients in person and over the phone.

**EDUCTATION**

Currently **University of Guelph-Humber** – Bachelor of Applied Kinesiology AND Diploma in Fitness and Health Promotion

2011 **Huron Heights Secondary School** – obtained OSSD & Ontario Scholar

**RELEVANT COURSES**

* Health and Wellness; Health Promotion
* Health Counselling and Behaviour Change
* Injuries and Exercise Contraindications
* Human Anatomy
* Human Physiology; Exercise Physiology
* Biochemistry and Metabolism
* Fitness/Lifestyle Assessment
* Exercise Prescription
* Fundamentals of Nutrition: Pharmacology and Toxicology
* Leadership and Motivation
* Athletic Bandaging and Taping
* Psychology Dynamics; Psychology of Science and Faith
* Group exercise and cycling
* Nutrition: Exercise and Metabolism
* Biomechanics; Mathematics & Biophysics; Statistics
* Currently taking: fitness and lifestyle assessment, natural health products and physical activity, motor learning and neural control, human development and aging, and field placement II (off campus internship at The Bishop Strachan School – teacher candidate)

**PREVIOUS EMPLOYEMENT AND VOLUNTEER EXPERIENCE**

* **The Bishop Strachan School**, Toronto *September 2014 – December 2014*

*Teacher Candidate, Student Teacher, Assistant to the Athletic Director*

* Shadow a variety of classes from grades 7 to 12 in fitness and physical education classes
* Lead or demonstrated fitness related exercises and circuits; practice lesson planning and teaching classes in both fitness and physical education
* Assisted the athletic director in everyday tasks including budgeting, game sheets, scheduling, various sports teams tasks, and apparel distribution
* **Magna Golf Club**, Aurora *May 2014 – August 2014*

*Grounds Maintenance*

* Work independently and efficiently while cutting grass and maintaining grounds throughout the course and residential area
* Complete physically demanding tasks with a team of employees in given time period
* Follow instructions of supervisors and maintain a safe work environment with machinery
* **Novita Wellness Institute**, Toronto *June 2013 – December 2013*

*Receptionist*

* Greet Members upon entry and exit of gym; provide tours of facility
* Make different varieties of Protein Shakes
* Take payments for memberships, food and drink sales
* **Women’s Fitness Clubs of Canada**, Thornhill *January 2014 – May 2014*

*Placement/ Internship Student*

* Work independently and efficiently in a gym environment and clinical environment
* Complete tasks outlined by registered kinesiologist supervisor as well as assignments based upon class requirements of field placement 1
* Shadow supervisor while training various clients and during seminars and workshops
* **Mosaic Sales Solutions**, GTA *April 2010 - Present*

*S.W.A.T Field Specialist*

* Perform merchandizing tasks in various work environments
* Initiative and working together with a variety of different businesses
* Work individually to complete tasks and jobs
* Manage own time and schedule within the time frames of each different job

**The Plan Group**, Toronto*July 2011 – August 2011*

*Office Administrative Assistant*

* Demonstrate initiative and independence in a fast paced work environment
* Exhibit organization skills by filing and organizing documents, project binders, and project drawings
* Work effectively without supervision on administrative tasks such as answering phones, taking messages, arranging deliveries, monitoring packages, sending faxes, making copies as well as original project documents
* File, send and distribute payroll and timesheets throughout the week
* **Newmarket Soccer Club**, Newmarket*2007 – present; 2010 - present*

*Soccer Referee; Futsal Referee*

* Provide a safe environment for children and teens
* Ensure that teams followed the rules of soccer and futsal safely and effectively in a friends and welcoming environment
* Demonstrate organization and leadership in a fast-paced game environment
* Teach and enforce the new game and rules of futsal
* **Lassen Household**, Newmarket  *Summer 2008 – Summer 2010*

*Community Babysitter*

* Plan and execute creative, hands-on activities to engage young children
* Routinely demonstrate the ability to solve problems among children
* Work effectively without supervision
* **Aurora Storm Volleyball Club**, Aurora/ Newmarket *2003 - 2011*

*Club Volleyball Tournament Scorekeeper*

* Work effectively and co-operatively with other scorekeepers, players and officials from around the province
* Demonstrate organization and understanding in a fast-paced game environment
* Provide a safe and welcoming environment for visiting teams, coaches and officials

**EXTRA CURRICULAR EXPERIENCE**

* **Humber College**, Etobicoke *2011 - Present*

*Varsity Volleyball Player (Setter); Varsity Rugby Player (Fullback, wing, centers)*

* Volleyball – make quick decisions, most dynamic position mentally and physically, “quarter-back” of the volleyball court, provide a leadership role, demonstrate coachability traits coming to a new team and learning their system, teaching new players by example
* Rugby – physically demanding sport overall, demonstrate leadership and coachability skills being a first year player and then continuing leadership in second and third year as a starting player, show coachable traits in learning a new, raw system and passing on knowledge to new players
* **Huron Heights Secondary School**, Newmarket *September 2010 – June 2011*

*Athletic Council President*

* Demonstrate leadership and organization for school events such as home games and athletic activities
* Responsible for arranging weekly meetings to plan events for the whole student body
* Work effectively and efficiently with others; listened to other members ideas and planned based on other inputs and thoughts
* **Aurora Storm Volleyball Club**, Aurora *2004 - 2011*

*Volleyball Player*

* Work effectively and co-operatively with a large group to practice and use the skills practiced in game situations
* Follow instructions from coaches on plays in practice and games
* Develop communication skills while in practice and game environments
* **York Region Avengers Basketball Club**, Newmarket *2003 - 2010*

*Basketball Player*

* Co-operate with team mates while in games and practices
* Consistently showed up for practices and games prepared to play to the best of my ability
* Execute carefully planned out plays made by coaches in practice and then used in game situations
* **Newmarket Soccer Club**, Newmarket *1998 - 2011*

*Soccer Player*

* Demonstrate leadership and initiative during practices and games
* Follow coaches instructions for plays in practice and on own time to be successful
* Extend communication skills with team mates and coaches in both practice and game settings

**SPECIALIZED SKILLS**

* Certified in level C CPR with AED certification
* Microsoft WORD, EXCEL, PUBLISHER, POWERPOINT (all 2010)
* Filing and organizing documents etc.
* Keyboarding skills
* Phone skills and customer service skills
* Receiving payments via debit/credit cards
* Handling of grass cutting and various yard equipment

**References**

Available upon Request