



Phone: (555) 234-5678

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EXPERTISE SKILLS

- Program Development
- Event Coordination
- Volunteer Management
- Community Engagement
- Marketing Strategies
- Data Evaluation

LANGUAGES

- English
- Spanish
- French

CERTIFICATION

- Bachelor of Science in Recreation Administration, University of Lakeside, 2015

REFERENCES

John Smith

Senior Manager, Tech Corp
john.smith@email.com

Sarah Johnson

Director, Innovation Labs
sarah.j@email.com

Michael Brown

VP Engineering, Solutions Inc
mbrown@email.com

MICHAEL ANDERSON

RECREATION AND EVENTS COORDINATOR

Innovative and detail-oriented Recreation Activities Coordinator with a robust background in youth and adult programming. Demonstrated expertise in curating engaging recreational experiences that foster community development and personal growth. Skilled in the management of facilities, resources, and program logistics to ensure seamless operations. Proven track record of enhancing participant engagement through creative programming and effective marketing strategies.

PROFESSIONAL EXPERIENCE

Lakeside Community Association

Mar 2018 - Present

Recreation and Events Coordinator

- Created and executed seasonal programming that increased participation by 35% among families.
- Managed logistics for community events, ensuring successful execution and high attendee satisfaction.
- Developed promotional campaigns that boosted program visibility through local media.
- Trained and supervised volunteers, enhancing the delivery of recreational activities.
- Conducted community needs assessments to tailor programs to local interests.
- Utilized feedback to adapt and improve programs, achieving a 90% satisfaction rate.

Riverside Recreation Department

Dec 2015 - Jan 2018

Program Development Intern

- Assisted in the planning and implementation of summer camps, engaging over 150 children.
- Coordinated with local schools to promote after-school recreational programs.
- Maintained accurate records of program participation and feedback.
- Supported event planning efforts for community festivals and fairs.
- Conducted surveys to evaluate program effectiveness and participant satisfaction.
- Collaborated with local health organizations to integrate wellness initiatives into programming.

ACHIEVEMENTS

- Recognized with the 'Excellence in Programming Award' by the Community Association in 2020.
- Increased youth program enrollment by 50% through innovative marketing strategies.
- Successfully implemented a community wellness initiative that reached over 300 participants.