

## **JAMES C. RIVERA**

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### **CAREER OBJECTIVE**

A program management position with a corporate fitness or community recreational facility using my training skills and related experience to promote employee wellness.

### **EDUCATION**

Bowling Green State University, Bowling Green, OH  
*Bachelor of Science in Education in Health Promotion*, May 2008  
Overall GPA: 3.0, Major GPA: 3.7

### **EXPERIENCE**

**Student Recreation Center**, Bowling Green, OH

*Weight Room Supervisor*, August 2007 to Present

- Conduct weight room clinics to present effective exercise and training techniques to groups of 5 - 12 students.
- Monitor and supervise the use of all exercise equipment in the training areas.
- Perform preventive maintenance on Nautilus, Universal, and other equipment.

**Department of Intercollegiate Athletics**, Bowling Green, OH

*Intern Assistant to the Athletic Director*, Summer 2007

- Completed rotational assignments in facility management, purchasing, inventory control, and concession operations.
- Revised the Athletic Department Policy and Procedures Manual, a 50-page manual.
- Gained an understanding of the complexities of athletic administration on a college level.

**The New Age Fitness Center**, Newark, NJ

*Assistant Manager and Fitness Instructor*, Summers 2003 - 2006

- Acquired more than 50 hours of personal training experience.
- Conducted fitness assessments and instructed members in proper use of exercise equipment. Presented seminars on coping with stress and developing health lifestyles.
- Wrote a training manual to help orient new employees.

**Newark Parks and Recreation**, Newark, NJ

*Children's Sports Instructor*, Summer 2004

- Taught basic techniques of softball, basketball, and soccer to children, ages 7 - 15.
- Supervised sport programs. Provided first aid for participants with minor injuries.
- Earned certification in Professional CPR and Standard First Aid.

### **ACTIVITIES**

- Association for the Advancement of Health Education (2006 - 2008), Served as Vice President and Treasurer
- University Activities Organization (2006-2007), Recreation Committee