

Brianna Moss

Aquatics Coordinator

✉ brianna.moss@email.com
☎ (704) 555-0124
📍 Charlotte, NC
🌐 [linkedin.com/in/briannamoss](https://www.linkedin.com/in/briannamoss)

SKILLS

- Aquatics Programming
- Swim Lessons
- Staff Scheduling
- Lifeguard Training
- Water Safety Instruction
- CPR
- First Aid
- Pool Chemistry
- Organizational Skills
- Customer Service

EDUCATION

Bachelor of Science 05/2024
University of North Carolina at Charlotte
Charlotte, NC
Exercise Science

CERTIFICATES

Lifeguarding Instructor
01/2024
American Red Cross

Water Safety Instructor (WSI)
05/2023
American Red Cross

**American Red Cross
Lifeguarding with CPR/AED
and First Aid**
01/2026
American Red Cross

SUMMARY

Aquatics coordinator with 5 years in aquatics, including 2 years coordinating swim lessons, lifeguard schedules and programs at a 2-pool recreation center. Red Cross Lifeguarding Instructor and Water Safety Instructor. Strong organizational skills in scheduling 35 staff and 900 lesson students a year, with steady customer service to members.

EXPERIENCE

Aquatics Coordinator 08/2024 - Present
Riverbend Family Recreation Center Charlotte, NC
Coordinate staffing and programs for an indoor 25-yard pool and an outdoor leisure pool.

- Coordinate weekly schedules for 35 lifeguards and swim instructors across 92 hours of pool time.
- Manage swim lesson registration for 900 students a year, raising class fill rates from 74% to **88%**.
- Teach Red Cross lifeguarding courses, certifying 48 new guards in 2025.
- Respond to member questions and complaints with clear communication, answering 95% of emails within 1 day.

Lifeguard and Swim Instructor 05/2021 - 07/2024
Queen City Aquatics Club Charlotte, NC
Part-time guard and instructor while in college.

- Taught group and private swim lessons to 150+ children and adults each year.
- Performed 5 water rescues and wrote incident reports reviewed by the aquatics director.
- Tested pool chemistry every 2 hours and recorded results for the pool operator.
- Trained 10 new guards on zone coverage and emergency action plans as a shift lead.