Hannah Whitlock

Recreation Assistant

Boise, ID | (208) 555-0119 | hannah.whitlock@email.com | linkedin.com/in/hannahwhitlock

SUMMARY

Recreation assistant with 2 years at a community recreation center serving 1,500 weekly visitors. Runs youth programs and adult classes, handles program registration and customer service at the front desk, and tracks attendance in Excel so coordinators can plan staffing and supplies. Available evenings and weekends for rentals, camps and special events.

EDUCATION

Associate of Arts 05/2025

College of Western Idaho Nampa, ID

Kinesiology

EXPERIENCE

Recreation Assistant 04/2025 - Present

Treasure Valley Parks and Recreation District Boise, ID

Community recreation center with a gym, pool and program rooms.

- Lead after-school games, sports and craft sessions for groups of **20** children aged 6-12 each weekday.
- Process program registration for 35 seasonal classes and resolve payment and schedule questions.
- Handle facility setup for 15 gym and party room rentals a week, ready before every start time.
- Track daily attendance in Excel and send weekly counts the program coordinator uses for staffing and supplies.

Front Desk Attendant 06/2024 - 03/2025

Ridgeline Fitness Club Boise, ID

Part-time role at a 2,000-member fitness club.

- Checked in **300** members a day and answered membership, class schedule and billing questions in person and by phone.
- Sold 40 guest passes and training packages a month through friendly customer service.
- Balanced cash handling and card drawers every shift, with zero variances over 9 months.
- Updated the weekly class schedule board and handled phone inquiries during peak hours.

SKILLS

Customer Service • **Program Registration** • **Youth Programs** • **Facility Setup** • **Activity Planning** **Excel** • **Cash Handling** • **CPR and First Aid** • **Multitasking** • **Communication Skills**

CERTIFICATES

Adult and Pediatric First Aid/CPR/AED

American Red Cross

03/2025