

Katie L. Gettman

(C) 330-727-5311 ktgettman@gmail.com

Education

Youngstown State University, Youngstown, Ohio
Bachelor of Science in Education, December 2012

Work Experience

Cleveland State University Recreation Center **07/2017-current**

Graduate Supervisor of Fitness and Wellness

- Oversee Group Fitness Instructors and Pink Gloves Boxing Instructors
- Edit biweekly payroll for all Fitness and Wellness employees
- Assist in hiring, scheduling, oversight, training, and supervision of staff
- Creating monthly report

DePaul University Recreation Center **05/2017-07/2017**

Group Fitness Intern

- Logged Group Fitness attendance into CSI
- Created flyers for new programs using Canva
- Assisted Group Fitness Assistant Director with special projects
- Attended Risk Management, Technology, and other mandatory meetings

Gregory Law Offices, LTD **02/2017-07/2017**

Executive Administrative Assistant

- Acted as a point of contact between Lawyer and clientele
- Undertook the task of receiving calls, taking messages, and routine correspondence
- Handled requests and queries appropriately
- Produced cover letters, Wills, Trusts, and more

Spark Fitness Hinsdale **09/2016-05/2017**

Assistant gym manager

- Create accounts, set up billing, scheduling, and more using MindBody
- Managing 90 shared clients while modifying their individual workout sessions
- Create weekly flyers for bootcamps, contests, and charity events using Canva
- Design monthly newsletters and email blasts using Mailchimp

XSport Fitness, North Avenue Location

01/2016-06/2017

Personal Trainer/Strength and Interval Training Class Instructor:

- Serviced 15-18 clients each week equaling 60-70 sessions per month
- Organized clients' schedules, individualized programs, and payment plans
- Instructed 2-5 group strength training classes per week: 5-20 participants total
- Oversaw new group instructors and helped in developing their class formats

World Book, Inc

06/2015-03/2016

Inside Sales Consultant

- Consistent communication via email and phone calls with schools and libraries in Arizona, South Texas, Nevada, and New York City
- Scheduled calls, events, and appointments daily in Microsoft Outlook
- Documented all communication and notes in our CRM, Zoho
- Participated in weekly sales goal meetings

Jackson Milton Elementary

08/2013- 06/2015

Elementary Teacher - Fifth grade

- Guided 60+ students in daily lessons and activities
- Created and implemented Language Arts and Social Studies lessons, informal and formal assessments, and guided centers
- Conducted phone and in-class conferences with parents quarterly and more frequently if need be
- Received *Skilled* ratings each year for total performance

Volleyball coach: 2 seasons

- 2008: Coached Junior Olympic volleyball for Club Thunder, 13s
- 2013: Head coach for 8th grade volleyball