

GYM RECEPTIONIST RESUME

By Resume Genius



Experienced gym receptionist with a strong background in fitness center management and customer service, seeking to leverage skills in a dynamic and inclusive gym environment at Fitness Fanatics. Committed to promoting health and wellness within a diverse community.

CONTACT

Phone

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Address

San Francisco, CA 94114

Email

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LinkedIn

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EDUCATION

Associate Degree

— Business Administration

City College of San Francisco

San Francisco, CA

GPA: 3.6/4.0

May 20XX

PROFESSIONAL EXPERIENCE

Fitness Receptionist

20XX – Present

Fitness Hub, San Francisco, CA

- Efficiently schedule over 200 monthly luxury spa and fitness appointments per month, ensuring optimal utilization of facilities and staff
- Coordinated seamlessly with spa and gym staff to manage treatment bookings and equipment needs, enhancing overall client satisfaction
- Maintained high standards of cleanliness across all spa and fitness areas, contributing to a welcoming and safe environment for all members
- Developed and managed a user-friendly online appointment system, increasing member engagement and accessibility by 7%
- Organized special events and promotions that increased member participation by 47% and fostered a vibrant community atmosphere

Gym Receptionist

20XX – 20XX

Unity Gym, San Francisco, CA

- Assisted in the setup and breakdown of fitness class equipment, supporting 17+ types of classes and ensuring readiness for over 30 weekly sessions
- Monitored gym usage, promoting safety and compliance with gym rules among members, with a focus on creating an inclusive atmosphere
- Engaged actively with members via in-person, email, and phone communications, fostering a community-oriented gym culture
- Created monthly fitness class schedule, improving the efficiency of class offerings and member satisfaction
- Implemented feedback mechanisms, through emails and surveys, leading to improved service delivery and a 5% uptick in member retention

RELEVANT SKILLS

- Appointment scheduling
- Spa and fitness coordination
- Facility cleanliness
- Member safety monitoring
- Communication proficiency
- Equipment setup/breakdown
- Inclusivity & diversity awareness
- Team collaboration
- Online system management