
Activity Specialist Resume

Job Objective

Experienced Activity Specialist looking for work within the qualifying field in order to fill a need within the company.

Summary of Qualifications:

- Remarkable experience in facilitating youth activities and programs
 - Sound knowledge to identify needs and develop relevant programs
 - Good understanding of principles of effective youth development
 - Proficient with integrated software systems and Microsoft applications
 - Sound skill in establishing and maintaining effective relationships
 - Proven ability working effectively with the diverse student population
 - Strong organization skills and the ability to multi-task
 - Excellent interpersonal, oral and written communication skills
-

Work Experience:

Activity Specialist, May 2006 – Present
Galveston College, Westland, MI

- Developed day-to-day activities for participants.
- Drafted correspondence for Student Activities Coordinator and the Council.
- Maintained communications with current and potential students for events and available opportunities.
- Conducted activity assessments and created monthly activity calendars.
- Motivated student volunteers to participate in on and off campus volunteer programs.
- Ensured to maintain accurate records of all Student Activities and volunteer programs.

Activity Specialist, March 2003 – April 2006
Esf Camps, Westland, MI

- Administered volunteer incentive program and verified student volunteer hours.
 - Generated and maintained records of student training and development.
 - Scheduled student athletes for advisement and degree planning.
 - Managed to make travel arrangements.
 - Provided general administrative assistance.
-

Education:

Bachelor's Degree in Physical Education, Dakota State University, Madison, SD

[Build your Resume Now](#)