

# Carly Schmand

11301 Commonwealth Dr., Apt 102, Rockville, MD 20852 · 301-221-5561 · cschmand@gmail.com

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## EDUCATION

### **Michigan State University**

East Lansing, MI

- Master of Arts in Education
  - Sport Leadership and Coaching Concentration
  - Member of Phi Kappa Phi

May 2015

### **Brandeis University**

Waltham, MA

- Bachelor of Arts, Psychology; Minor, Business
- Dean's List (2007, 2010, 2011)
- Centerfielder, Four Year Starter, Senior Captain- Varsity Softball Team
- University Athletic Association All-Academic (2010, 2011)

May 2011

## EXPERIENCE

### **University Club of Michigan State University Fitness Center and Spa**

Lansing, Michigan

*Front Desk/Operations Manager, Personal Trainer, Camp Registration Director*

2011- Present

- Manage a staff of 12 Wellness Service Leaders; create schedules, performance evaluations, train new staff.
- Handle member complaints and membership paperwork. Give tours and orientations to both prospective and new members.
- Teach group exercise classes and serve as a personal trainer (accredited by Aerobics and Fitness Association of America).
- Work closely with the catering, food and beverage and facilities departments to organize events for member clients such as Women's Wellness Day, Playmaker's Fun Run, Dragon Boat Racing, and Open Houses.
- Process paperwork and payment for eight weeks of summer camps averaging 900 registrations per summer. Work with the accounting department to balance the accounts receivables.

### **North Richmond Community Health Center**

Richmond Victoria & Melbourne, Australia

*Study Abroad - Intern*

2010

- Served as an office liaison for a neighborhood health center in an impoverished area.
- Compiled comparative health center data to help the center run more efficiently, analyzed financial statements, provided assistance for the "clean needle program" and aided a speech therapist during her evaluations with children.

### **Precision Health and Fitness**

Bethesda, Maryland

*Fitness Assistant*

2009

- Provided support to the personal trainers and physical therapists, front desk customer service.

### **Adas Israel Nursery School & Camp**

Washington, DC

*Camp Counselor*

2008

- Leader of 13 campers ages three to five, created lesson plans, managed three assistants.

*Assistant Camp Counselor*

2006-2007

- Worked with group ages three to four on individual projects; designed bulletin boards.