

Mateo Rohan

360 Adventure Lane, Beckley, WV

Phone: (304) 555 - 5555

EDUCATION

West Virginia University Institute of Technology, Beckley, WV

Anticipated: May 20XX

Bachelor of Arts in Adventure Recreation Management

GPA: 3.8/4.0

Relevant Courses: Rescue, Adventure Skill Development, First Responder Management and Advanced Resources, Advanced Travel and Tourism

EXPERIENCE

Spa & Recreation Intern

May 20XX – August 20XX

Hershey Spa, Hershey, PA

- Work with the team to maintain a warm, welcoming and friendly atmosphere, ensuring guest courtesy is to the highest standards at all times
- Participate in training and development programs and maximize opportunities for self-development
- Assist all colleagues within the department by helping them to develop in their role and encourage them with their self-development
- Comply with Company Grooming Standards at all times to portray a professional image of self and the hotel
- Lead the development of the department regarding new products and service standards

Recreation Manager Assistant

June 20XX – August 20XX

ACE Adventure Sports, Beckley, WV

- Execute daily opening and closing responsibilities according to set standards
- Monitor beach activities to ensure recreation colleagues are engaging guests and maintaining a crisp and clean beach during down time
- Plan special events with groups to provide outstanding activities, Hawaiian Cultural programs and Establish pricing guide to follow
- Ensure compliance for self and for leadership team to all safety-related training, in-service rescue/first-aid training

CAMPUS INVOLVEMENT

Tech Outdoor Orientation Participant

July 20XX

West Virginia University Institute of Technology, Beckley, WV

- Camped for six days with a group of ten new students as a pre-orientation program
- Engaged in outdoor adventures including: white water rafting, rock climbing and long hiking
- Participated in evening activities in challenging environments to develop meaningful relationships and sense of community to assist with the transition to college