

JOHN C. ODLAND

9 Mirabella
Rancho Santa Margarita, CA 92688
Telephone: (949) 709-0688 • Cellular: (949) 547-2184
E-mail: jodland@cox.net

SUMMARY OF QUALIFICATIONS

A results-oriented professional with excellent qualifications in **STRENGTH & CONDITIONING, PERSONAL TRAINING** and **MANAGEMENT**. An enthusiastic and highly organized professional with exceptional verbal and written communication skills. Develop and maintain outstanding working relationships with clients, co-workers and management. Present information concisely, accompanied with excellent follow-through.

Resolve problems with tact and diplomacy. Possess exemplary troubleshooting skills. Supervisory experience with the ability to successfully motivate personnel. Acutely aware of the importance of quality customer service. Convey a professional and positive company image and attitude at all times.

Key Strengths Include:

- Highly skilled at assessing client needs, and presenting solutions.
- Explain and demonstrate complex information in a clear and easily understood manner.
- Take the initiative to participate in the development and implementation of goals and objectives.
- Efficiently coordinate and carry out multiple projects to successful completion.
- Adapt easily to fast-paced and changing environments.
- Precise and thorough, maintaining accuracy and quality in work performance.
- Quickly establish and maintain an excellent working rapport with staff and other individuals.

PROFESSIONAL EXPERIENCE**COACH • St. Margarets Episcopal School - San Juan Capistrano, CA**

Responsibilities include all aspects of supervising and training a group of up to 15 athletes in various sports. Directly accountable for coaching 7th grade boys flag football, 8th grade girls basketball and 7th/8th grade girls' softball leagues. Conduct all areas of arranging and implementing practice schedules and attend/direct all practice sessions. Actively involved in attending league scheduling meetings and taught in-depth sports skills pertaining to flag football, basketball and softball.

Attend and participate in sports clinics and utilize knowledge to better serve each individual sport. Complete all areas of injury treatment for athletes, including required documentation. Ensure that referees are paid per game and complete all paperwork for athletes' physicals. Assign/delegate duties to volunteer parents and attend all games. (2003 to Present)

Continued . . .

PROFESSIONAL EXPERIENCE (Continued)**SUBSTITUTE TEACHER/INSTRUCTIONAL AIDE**

Saddleback Valley Unified School District - Mission Viejo, CA

Provided assistance to the teaching staff. Performed multiple duties including working directly with students in completing assigned projects/curriculum. Supervised students on a daily basis and ensured work was completed in a timely and accurate manner. Instructed students in sport skills and fitness. Demonstrated appropriate exercise programs and proper use of equipment. Conducted classes for groups of up to 30 students. (2003)

AIDE • A.C.I.C. Physical Therapy - Mission Viejo, CA

Directed patients in the appropriate treatment according to specific injuries. Prepared treatment plans including completing ultrasounds, soft tissue massages and therapeutic exercise programs. Performed traction and modality set-up and provided patients with at-home exercise programs. Maintained all equipment and oversaw the facility. Assisted with telephones and scheduling requirements. (2002 to 2003)

GENERATION SUPERVISOR/SALES • Gym Pros - Lake Forest, CA

Supervised and trained a staff of 12. Set-up and maintained the lead generation department. Prepared script dialogue, developed the product catalog and assisted clients as needed. Verified totals, determined costs, created numerous forms and prepared reports. Reviewed payroll and handled promotional needs. (2002)

WAREHOUSE ASSISTANT • Celestica - Lake Forest, CA

Supervised 20 material handlers in daily activities. Completed extensive data entry duties and ordered all materials. Operated forklifts, delivered products and completed daily totals. (2001 to 2002)

FITNESS COORDINATOR • YMCA - Mission Viejo/Laguna Niguel, CA

Directed staff, opened/closed facility and provided tours for prospective members. Handled fitness orientations, answered questions and completed personal trainer duties as well as instructing the youth fitness group. (1999 to 2001)

INSIDE SALES REPRESENTATIVE • Heart Rate, Inc. - Costa Mesa, CA

Received incoming sales calls, prepared orders, and attended industry trade shows. Worked closely with outside sales staff, assisted in product development and answered questions for clients. (1997 to 1999)

EDUCATIONAL BACKGROUND

B.A. Degree/Exercise Science • Concordia University - Irvine, CA

Certifications/Memberships: NFICA Coaching Certification • Member NSCA
CSCS 2006 • F.A./CPR Certified • CBEST (6/14/2003)

OPEN TO TRAVEL

REFERENCES: Available upon Request

COMPENSATION: Open to Negotiation