

SUSAN J. SAMPLE

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ACE-CERTIFIED PERSONAL TRAINER: Success-driven health and wellness professional with a passion for healthy lifestyles and helping others achieve their fitness goals. Strong ability to establish and maintain rapport with clientele based on superb interpersonal and communication skills. Extensive background in exercise science and personal health promotion.

QUALIFICATIONS

- **Certified in CPR and AED** use through the National Safety Council of Omaha.
- Strong **passion for fitness and wellness**; demonstrated lifetime commitment to healthy lifestyle.
- Provided **comprehensive fitness coaching** and lifestyle counseling to a variety of individuals.
- Demonstrated ability to successfully work with a wide range of people and backgrounds. Proven strengths in **connecting with people on all levels** and bring out the best in their skills and capabilities.
- Proven **strengths in teaching and training others** in improving their professional skills through appropriate feedback and consistent follow-through.
- **Outstanding communication skills**; precise, patient, and detailed verbal communicator.

SKILLS & ABILITIES

Aerobic Conditioning
Strength Training
Fitness Monitoring
Positive, upbeat personality

Professional and Personal Motivation
Coaching and Teaching
Healthy Lifestyle Management
Client Consultation

EDUCATION

B.S., Business Administration – MIDWEST COLLEGE, Omaha, NE

Honors: Scholar All American, Woman Athlete of the Year, First Team All NAIC, Cum Laude Graduate

CAREER CHRONOLOGY

SELF EMPLOYED SUBCONTRACTOR • **Medicare Auditor** | Omaha, NE 2008 to Present

Advise providers and their clinics regarding interpretation of Medicare regulations and guidelines. Help ensure business fulfillment of all Medicare regulations by effective communication and follow-through.

BLUE CROSS BLUE SHIELD OF NEBRASKA | Omaha, NE 2002 to 2008

Internal Auditor (2007 to 2008) • **Senior Field Auditor** (2005 to 2007) • **Field Auditor** (2002 to 2005)

Ensured compliance with federal and corporate regulations through consistent audits and internal feedback. Provided guidance and coaching to coworkers and team regarding best practices and successful communication. Organized auditor's schedules and responsibilities.

SMITH, FIELD & JOHNSON CPA, LLC • **Staff Accountant** | Omaha, NE 1999 to 2002

Advised clients in various financial accounting topics. Prepared individual, partnership and corporate tax returns. Analyzed balance sheets, income statements, and cash flow statements. Assisted in preparing hospital long term care Medicare cost reports.

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