

RUTH C. BEELITZ, MS, CI-CPT

Email: ruth.beelitz@tamuc.edu

Title: Ad-Interim Instructor

Education and Training:

2005-2006 Texas A&M University-Commerce
Masters of Science-December 2006
Major: Health, Kinesiology, Sports Studies Overall GPA: 3.33

2002-2003 Texas A&M University-Commerce
Bachelor of Science- December 2003
Major: Health Overall GPA: 3.68

2000-2002 Paris Junior College
Associates of Science- May 2003
Overall GPA: 3.67

- Ashworth College Medical Transcriptionist Certificate
- Cooper Institute Certified Personal Trainer
- Cooper Institute Physical Fitness Specialist Certified
- Water Safety Instructor (WSI)
- American Heart Association CPR/AED
- American Red Cross First Aid

Related Experience:

January 2013-Present Texas A&M University-Commerce
-Adjunct Instructor
-Teach Fitness and Recreational Activity Classes-Weight Training & Weight Loss Management
-Develop Curriculum for designated classes
-Develop Syllabi for all designated classes

February 2010-Present Texas A&M University-Commerce
- Personal Trainer
- Personal Training Coordinator
- Coordinate potential clients with appropriate trainer
- Organize meetings with personal trainers for new programming
- Race Coordinator
- Coordinate/organize race timing with customers renting Jaguar Timing System
- Operate Jaguar Timing System to time official racing events
- Carry out miscellaneous projects for events and programming assigned by
Fitness/Wellness Assistant Director
- Group Exercise Instructor (Step Aerobics, Cardio Kickboxing, Spin, Pilates, Boot Camp, Sculpting/Total Body Conditioning, Water Aerobics)

November 2009- North Lamar Independent School District
May 2010 - Substitute Teacher (Middle School & High School level)

August 2008- Paris Fitness and Aquatics
October 2009 - Program Coordinator
- Group Exercise Instructor (Step Aerobics, Sculpting, Pilates, Spin, Water Aerobics)
- Personal Trainer
- Design group exercise class schedule for land and water
- Hire and train new group exercise instructors
- Design and implement weight loss programs

- Design personal and group exercise prescriptions
- Computer skills (Excel, Word, PowerPoint, etc.)
- Maintain pool chemicals, cleanliness, etc.
- Customer service
- Marketing and promotion efforts for all programs (flyers, posters, newsletters, etc.)
- Supervise all personal trainers and create exercise logs
- Seminar presentations
- Research new exercise classes & programs for possible implementation

- April 2008- August 2008 L-3 Communications Integrated Systems
- Exercise Physiologist
 - Design personal exercise prescriptions
 - Group Exercise Instructor (Sculpting, Spin, Pre-Natal Exercise)
 - Customer Service
 - Keep up with all equipment maintenance/costs through spreadsheet
 - Freedom from Smoking Cessation Program Facilitator
 - Computer skills (Excel, Word, Power Point, etc.)
 - Assist in marketing/promotion efforts (flyers, posters, electronic mailing, etc.)
 - Promotion and organization of monthly 5K run events

- August 2005- April 2008 L-3 Communications Integrated Systems
- Wellness Program Assistant, Health Promotion
 - Computer Skills (Excel, Word, Power Point, teleprompter, etc.)
 - Seminar Presentations
 - Event planning and organizing to promote safety and wellness awareness
 - Customer Service
 - Design personal exercise prescriptions
 - Promote long-term healthy active lifestyles
 - Schedule speakers for presentations
 - Assist in marketing/promotion efforts (flyers, posters, electronic mailing, etc.)
 - Video Presentations
 - Promotion and organization of Annual Health Fair
 - Freedom from Smoking Cessation Program Facilitator

- February 2004-
April 2005 Adecco (L-3 Communications Integrated Systems)
- Wellness Program Assistant/Fitness Specialist
 - Administer screening & fitness assessment tests
 - Provide orientation to fitness equipment
 - See above experience

- 2002-2003 Texas A&M University-Commerce
- Student worker in the Health, Kinesiology, and Sports Studies office
 - Computer skills
 - Work with other students in working out (volunteer)
 - Water Safety Instructor at the Morris Recreation Center (2003)

- Summer 2003 Gordon Country Club
- Manager and lifeguard
 - Water Safety Instructor
 - Established & enforced rules of pool usage
 - Created work schedules for three other lifeguards
 - Ensured safety of patrons
 - Tested and maintained the chemicals in the pool

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Summer 2000-2002 City of Paris Parks and Recreation
- Lifeguard and head lifeguard (summer 2002)
- Water Safety Instructor
- Ensured safety of patrons
- Tested and maintained the chemicals in the pool

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Activities, Awards:

- Phi Pi Delta- Health, Kinesiology, and Sports Studies Majors Club
- Alpha Chi- Honors Fraternity 2003