

Catherine Berner

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Education

Bachelors in Science in Adult Fitness and Exercise Science with a minor in Nutrition at Metropolitan State University of Denver, 2016 GPA: 3.58

Employment

Junior Executive Assistant & Office Coordinator, SSL MDA Holdings, Inc

- Manage the office vendors, security, supplies, meetings, and events at an executive office. Support the Chief of Strategy and Corporate Development Officer by managing their scheduling, travel, expenses, and office needs. Work on other special projects as needed.

Office Coordinator, Rackspace (temp through Premier Staffing), San Francisco, CA, 2016

- Greet guests, administer badges, sort mail, answer and direct phone calls, coordinate and support office events, assist in vendor relationship management, stock kitchen and supplies, and provide support for in-office meetings.

Physical Therapy Aide-Intern

- Completed 405 hours of shadowing therapists during evaluations, working with patients on their prescribed exercises, updating patient paperwork, and applying physical therapy modalities to patients

Personal Trainer, worked both privately and for the Auraria Campus Recreation Center, Denver, CO, 2014-2016

- Administered exercise assessments, created and administered exercise programs, and educated clients on gym equipment.
- Trained both regular clients and adaptive fitness clients (people with physical or health issues/disabilities), up to eight clients at a time
- Communicate with clients healthy ways of living through nutrition, exercise, and behavior changes.
- Led boot-camps in outdoor settings around Denver.

Sales Associate, Runners Roost, Aurora/Denver, CO, 2014-2015

- Perform shoe fittings, gait analysis, and discuss needs and goals with customers to help find an appropriate running shoe
- Work on stocking, transfers, and support run club
- Increase sales by 10% quarterly, always have the average number of items per sale at least two

Front Desk, Five Points Fitness, Corte Madera, CA, 2013

- Greeted guests, kept the premises clean and organized, set up for group classes opened/closed the gym, gave tours to potential members, and sold memberships

Office Assistant, various, Nicasio, CA, 2010-2013

- Internet research, data entry, transcription, and mailings
- Worked various fund raising events
- Made calls to verify database contact information and verify event attendance and donations, averaged 10 calls a day

Food & Hospitality, various 2008-present

- Working with a vendor at Marin Farmers Market selling produce
- Working for a food vendor at High Sierra Music Festival and at a Burning Man camp of 300 people
- Served with multiple catering companies in the Bay Area, currently Paula LeDuc Fine Catering

Certifications

- EMR- Certified Emergency Medical Responder, 2016-present
- American Council on Exercise (ACE)- Certified Personal Trainer, 2013-present