|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | Aaron Mallett    **Professional Summary**  Driven individual with a constant thirst for knowledge. Goal oriented and pride myself on work ethic and attention to detail. Detail-oriented, organized and meticulous employee. Works at fast pace to meet tight deadlines. Enthusiastic team player ready to contribute to company success.  **Accomplishments**  2x US Olympic Trials Participant  US Indoor Track and Field Champion  **Work History**  Web Associate, 06/2020 - Current  Scheels All Sports, Coralville, IA   * Helped customers complete purchases, locate items and join reward programs. * Greeted customers and helped with product questions, selections and purchases. * Offered each customer top-notch, personal service to boost sales and customer satisfaction. * Volunteered for extra shifts during holidays and other busy periods to alleviate staffing shortages. * Worked closely with shift manager to solve problems and handle customer concerns.   Assistant Track and Field Coach, 11/2017 - Current  Iowa Speed Track Club, North Liberty, IA   * Designed event-specific workout plans for children ranging in age from 11-18 * Actively coached and provided real time feedback to ensure proper techniques and forms were being practiced and learned * Organized and managed post season banquets for members of track club.   Intern, 09/2021 - 02/2022  John Burns Real Estate Consulting, Irvine, CA   * Sorted and organized files, spreadsheets and reports. * Analyzed problems, identified solutions and made decisions. * Completed research, compiled data, updated spreadsheets and produced timely reports. * Developed business, financial and analytical skills needed for career. * Produced over 30 high-quality documents, spreadsheets and presentations for internal and customer-facing needs during internship   Service Representative, 08/2019 - 02/2020  MidwestOne Bank, Iowa City, IA   * Provided customers with excellent customer service while maintaining integrity and security needed for nature of business * Performed bank duties and transactions such as: withdrawals, deposits, loan payments, cash advances, transfers, safety deposit boxes etc * Recommended and explained thoroughly banks services and tools, so that to adequately fit customers needs. * Responded to customer concerns with friendly and knowledgeable service and remedied issues promptly and effectively.   Rental Sales Agent, 08/2018 - 08/2019  Enterprise Holdings Inc, Cedar Rapids, IA   * Inventoried vehicles in database accurately and efficiently * Made sales and suggested specific products to make customer's experience as enjoyable as possible * Occasionally cleaned and shuttled vehicles to ensure customer had safe and tidy vehicle. * Drafted quotes, confirmed orders and managed transfers to handle rental needs efficiently   **Education**  **Certificate,** 04/2017  Career Leadership Academy - Iowa City, IA  Worked with local Iowa programs like RVAP to design an anti-rape slogan Coordinated a social media page to promote awareness about rape and rape victims Attended job private meetings with representatives from Fortune 500 companies.  **Sports and Recreation Management,** 05/2017  University of Iowa - Iowa City, IA  I was a student-athlete during my time at the University of Iowa. I was also most valuable player of the track team as well as a team captain for 3 consecutive years.   * UIowa Track and Field Scholarship Recipient * Elected Captain of Track and Field | | |  |  | | --- | --- | |  | Corallville, IA 52241 | |  | (314) 452-7286 | |  | ayemallett@gmail.com |   **Skills**  .   * Market Tracking and Research * Athlete Training and Motivation * Weight Training * Personal Counseling * Safety Management * Individualized Coaching * Performance Optimization * Problem Anticipation and Resolution * Competition Preparation * Behavior Standards |

.