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| 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 ParticipantUS 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
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**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
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