



## PROFILE

---

First and foremost, I am a people person. I have always enjoyed working with the public and finding ways to make their experience better. For the last three years, I have been doing just that as a Recreational Facility Coordinator. In this role, I have been responsible for managing all aspects of my facility including events, programming, budgeting, staff supervision, and customer service. My ultimate goal is to provide an enjoyable experience for everyone who comes through our doors whether they are there for a specific event or just to use our facilities on a daily basis.

Through my work experiences, I have developed strong leadership skills as well as excellent communication and organizational abilities. These skills allow me to effectively manage both staff and customers while still maintaining high levels of satisfaction from both groups. Additionally, my background in marketing has helped me develop successful promotional campaigns that drive traffic to our facility while also staying within budget constraints

## LINKS

---

[linkedin.com/in/ellenniwa](https://www.linkedin.com/in/ellenniwa)

## EMPLOYMENT HISTORY

---

### ● Recreational Facility Coordinator at Yellowstone National Park, MT

Mar 2022 - Present

- Demonstrated proficiency in overseeing recreation facility operations, including scheduling, maintenance, and event planning.
- Demonstrated ability to effectively manage a team of 15+ employees.
- Successfully coordinated and executed over 100 events annually with up to 500 attendees each.
- Maintained budget for recreation facilities under my control while maximizing revenue generating opportunities.
- Negotiated contracts with service providers that resulted in cost savings of 10%.

### ● Assistant Recreational Facility Coordinator at Glacier National Park, MT

Sep 2019 - Feb 2022

- Led a team of 5 recreation staff in coordinating and executing daily recreational activities for up to 200 campers.
- Ensured that all recreation facilities were properly maintained and cleaned on a regular basis.
- Implemented new policies and procedures related to safety and risk management at the facility.
- Trained new employees in customer service, first aid, CPR, and emergency procedures.
- Monitored inventory levels of recreation supplies and equipment; placed orders as needed.

## EDUCATION

---

### High School Diploma at Big Sky High School, MT

Aug 2015 - May 2019

I've learned how to study for and take tests, how to do research, and how to write papers.

## CERTIFICATES

---

### Certified Playground Safety Inspector (CPSI)

Dec 2020

### National Recreation and Park Association Certified Park and Recreation Professional (NRPA-CPRE)

Sep 2019