

Brenda Pearson

Saint Paul, KS 66771

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+1 417 225 8241

Authorized to work in the US for any employer

Work Experience

Aquatic Director

Willard City Pool-Willard, MO

May 2022 to Present

- organizing activities for the pool area, budgeting
- hiring lifeguards, swim instructors
- scheduling staff, scheduling swim lessons

Facility Coordinator

Willard Recreation Center-Willard, MO

October 2021 to Present

- train Welcome Center staff
- sell memberships
- customer service
- special events
- Organize fitness classes and fitness center
- Facility rentals

Sales Associate

Lifeway Christian Bookstore-Springfield, MO

November 2005 to December 2026

Taught K-12 Physical Education

K-12 Physical Education, Verona R-VII School-Verona, MO

August 2005 to October 2026

- coached junior high basketball and volleyball

Aquatic Director

Pat Jones YMCA-Springfield, MO

November 2010 to May 2017

- organizing activities for the pool area, budgeting
- hiring lifeguards, swim instructors
- scheduling staff, scheduling swim lessons
- Day to day office work - answering phones, filing, computer, spreadsheets, marketing

Director

Pat Jones YMCA-Springfield, MO

November 2010 to November 2010

- organizing activities for the pool area, budgeting
- hiring lifeguards, swim instructors
- scheduling staff, scheduling swim lessons

Welcome Center Staff-Lead

Pat Jones YMCA-Springfield, MO
October 2007 to November 2010

- helps to train other Welcome Center staff
- sell memberships
- customer service

Welcome Center Staff-Lead

Pat Jones YMCA-Springfield, MO
October 2007 to November 2010

- helps to train other Welcome Center staff
- sell memberships
- customer service

Mar. 2008- Apr 2010 Healthy Lifestyle Coach, Pat Jones YMCA, Springfield, MO

- help members feel comfortable with the YMCA
- help members set up a work out routine that fits their lifestyle

Healthy Lifestyle Coach

Pat Jones YMCA-Springfield, MO
March 2008 to April 2010

- help members feel comfortable with the YMCA
- help members set up a work out routine that fits their lifestyle

Sales Associate

Lifeway Christian Bookstore-Springfield, MO
November 2005 to December 2007

customer service, special orders

Verona R-VII School-Verona, MO
August 2005 to October 2005

- taught K-12 Physical Education
- coached junior high basketball and volleyball

Women's Basketball Coach

Cottey Junior College-Nevada, MO
January 1999 to May 2004

(NJCAA - Division II)

- organize and run practices
- advising the student/athlete's class schedule
- recruiting players
- advising student athletes

Athletic Director

Cottey Junior College-Nevada, MO

January 1999 to May 2004

- developed and implemented the Athletic Program
- scheduling games, workers, volleyball and basketball officials
- budgeting (travel, officials, uniforms, meals, etc.)
- supervising volleyball coach and four student workers
- organize and run an intramurals
- oversee the gym usage and weight room
- community liaison and participate in community events
- hire staff, volleyball coach, student workers
- advising student athletes

Women's Basketball Coach

Cottey Junior College-Nevada, MO

January 1999 to May 2004

NJCAA - Division II)

- organize and run practices
- advising the student/athlete's class schedule
- recruiting players
- advising student athletes

OTHER COACHING/TEACHING EXPERIENCE:

Women's Basketball Coach, Fort Scott Community College, Fort Scott, KS (NJCAA- Division I)

Physical Education Instructor, Fort Scott Community College, Fort Scott, KS Exercise Physiology Weight Lifting

Athletic Director, Calvary Bible College, Kansas City, MO

- budgeting, scheduling games, officials and workers for Women's Volleyball and Basketball and Men's Soccer and Basketball
- setting up fundraisers
- gym rentals
- organize and run recreational leagues, tournaments, and Sports Clinics
- advising student athletes

Chairperson Physical Education, Calvary Bible College, Kansas City, MO

- organize Physical Education classes per semester
- developed and taught a Lifetime Fitness class
- advise students on class schedules
- advise Physical Education Majors on their schedules and help set up their student teaching

Women's Basketball and Volleyball Coach, Calvary Bible College, Kansas City, MO
(NCCAA - Division II)

Physical Education Instructor, Calvary Bible College, Kansas City, MO

Beginning Volleyball Tennis Health

Advanced Volleyball Aerobics Swimming

Lifetime Fitness Bowling Racquetball

First Aid/CPR Canoeing Kinesiology

Rules & Officiating Basketball Coaching Theory

Sports First Aid Camping Courses

Education

Higher Educational Administration (M. A.)

University of Missouri-Kansas City, MO
January 1994 to December 1994

Higher Educational Administration (M. A.)

University of Missouri-Kansas City, MO
1994

Major: K-12 Health, Physical Education, and Coaching (B.S.)

Calvary Bible College-Kansas City, MO
January 1990 to December 1990

Physical Education, and Coaching (B.S.)

Calvary Bible College-Kansas City, MO
1990

Missouri Southern State College-Joplin, MO
1986 to 1987

Bachelor's degree

Skills

Organizational skills **Microsoft Office** **Staff training** **Computer skills** **Recruiting**
Writing skills **Basic math** **Fiscal management** **Team management** **Computer**
operation **10 key typing** **Office Experience** **Inventory management** **Typing** **Data**
entry

Languages

- English

Certifications and Licenses

Driver's License