

## Miranda Yago

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Education	<b>UNIVERSITY</b> Bachelor of Science, Interdisciplinary Studies – Business and Economics, Year	City, State
Skills	<ul style="list-style-type: none"><li>• Certified CPR/AED – Adult/Child by The American Red Cross; Certified Strength and Conditioning Specialist by NSCA; Certified Personal Trainer by AAAI/ISMA; Member of the NSCA; Applications: Microsoft Office Professional, Microsoft Office X, Adobe (Photoshop, Illustrator) File Maker Pro, Lotus Notes; Operating Systems: Mac OS X, Windows (3.0 – XP);</li></ul>	
Business Experience	<b>COMPANY</b> Sales Assistant, Wealth Management	City, State
Year - Year	<ul style="list-style-type: none"><li>• Assisted Asset Management team and Vice President of Investments with management of client accounts worth over \$80 million in assets.</li><li>• Communicated daily with clients regarding account activity and transactions.</li><li>• Responsible for account openings, developing presentations, &amp; preparation of financial data.</li><li>• Performed all other administrative and sales related tasks for financial advisors as needed.</li></ul>	
Year - Year	<b>Sales/Administrative Assistant, Group</b> <ul style="list-style-type: none"><li>• Checked trade activity, maintained transaction reports, and reconciled trade discrepancies.</li><li>• Managed 150+ client accounts containing over \$40 million in assets; assisted in trade transactions.</li><li>• Organized and maintained files including a database of over 500 prospective clients.</li><li>• Conducted and prepared market research for Executive Director.</li></ul>	
2003-2005	<b>COMPANY, Marketing Services</b> <b>Co-Founder, Director of Marketing</b> <ul style="list-style-type: none"><li>• Identified marketing initiatives; analyzed industry trends to stay in line with competition.</li><li>• Created media press kits, photo shoots, music videos; implemented marketing packages provided artist management and coordination of special events.</li></ul>	City, State
Athletic Experience	<b>COMPANY</b> Year -Present	City, State
Year -Present	<ul style="list-style-type: none"><li>• Creating and implementing exercise programs for clients based on specific fitness and health goals.</li><li>• Performing fitness assessments; body composition, flexibility, cardio respiratory, and strength tests.</li><li>• Assisting clients and gym members with knowledge of weight loss, athletic performance, injury prevention, basic nutrition guidelines, and used of exercise equipment and machines.</li></ul>	
Month Year -Month Year	<b>COMPANY</b> Certified Personal Trainer	City, State

- Assisting gym members with instruction and demonstration of gym equipment to ensure safety and proper use; perform fitness assessments; addressing all questions and concerns of gym members; clean and maintain necessary upkeep of equipment and gym space.
- Design individualized workouts/programs for training sessions that focus on specific health goals such as weight loss, injury prevention, or athletic performance for gym members.

Year -Present      **COMPANY – Girl's youth development & AAU basketball program City, State**  
**Co-Founder, Coach/ Athletic Trainer**

- Develop and implement leadership, mentoring & college prep program for female student athletes.
- Coach and athletic trainer for AAU basketball team, emphasizing fundamental basketball training, sports performance, wellness, and nutrition.

Month – Month  
 2008

**BOOT CAMP**

City, State

**Fitness Instructor**

- Assisted, lead and implemented month-long “boot camp” type fitness classes, incorporating nutritional guidelines with aerobic, resistance, and core development exercises.
- Used high energy and a positive attitude to consistently motivate and inspire “boot campers” to attain their goals.

**ACADEMY HIGH SCHOOL**

Month-Month      **Assistant Coach for Girl's Basketball Team**

- Assisted Girl's Varsity Basketball team (PSAL-Division A)

**COMPANY**

Month-Month      **Girl's Basketball Coach, Coordinator**

- Coach/ Trainer for boys and girls; coordinated team rosters for various summer leagues/tournaments; assisted in various administrative duties for basketball program