

Amy R. Carroll



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◆ OBJECTIVE

Desire assistant program director or program coordinator position in health services for the elderly.

◆ EDUCATION

University of North Carolina at Wilmington, 1997-May 2000

Bachelor of Arts in Sociology

Minor: Gerontology

GPA: 3.3/4.0

Queens College, 1994-1996

Earned over 50% of college expenses.

◆ WORK EXPERIENCE

Gerontology Practicum University of North Carolina at Wilmington Jan 2000-May 2000

- Assist two UNCW professors in gathering information on the effects Hurricane Floyd had on the elderly in Wilmington.
- Design research surveys and interview guides.
- Interview service workers in the community on their experiences.
- Write research proposals
- Build database

Senior Programs Coordinator, World Gym Feb 2000-Present

- Implement the seniors' exercise program at a community fitness club.
- Adapt fitness programs to meet the senior population's needs.
- Prepare and provide informative meetings on topics/issues concerning the elderly.
- Plan and instruct fun and safe fitness classes twice a week.

Administrative Assistant, Azalea Coast Mortgage Company, Inc. Feb 1999-Dec 1999

- Conducted office duties to provide assistance to the president and loan officers.
- Answered customer questions and connected calls to loan officers.
- Organized office files and updated computer files.
- Setup loan applications in the Calyx computer system.

Sales Representative, General Nutrition Center (GNC) 1997-1998

- Sold nutritional products and provided information to customers.
- Created a friendly and helpful atmosphere.
- Reported product sales to the manager daily.

Certified Nursing Assistant, Carolina Medical Center 1995-1996

- Conducted vital signs and recorded them in clients' charts.
- Reported client problems to nurses and assisted nurses with client care.
- Administered client care, such as assistance in bathing, eating, walking, etc.
- Maintained a clean and comfortable environment for clients.

Lab Secretary, Cleveland Memorial Hospital 1994-1995

- Collected and organized lab results from lab personnel.
- Filed results in clients' charts.
- Reported lab results to doctors and nurses.

◆ ACTIVITIES

President, Sociology Club University of North Carolina at Wilmington Jan 2000-Present

- Plan and organize meetings to promote sociology and social issues.

Alpha Kappa Delta, Honorary Club University of North Carolina at Wilmington Jan 2000-Present

- Professional socialization

Certified Personal Trainer (IFTA) Wilmington, NC Feb 2000-Present

- Design programs for clients for healthier living using exercise and nutrition.

Certified Aerobics Instructor (AFAA) Wilmington, NC Feb 2000-Present

- Choreograph and instruct aerobic programs.

Research Assistant, University of North Carolina at Wilmington Jan 1999-May 1999

- Assisted a UNCW professor in gathering life history interviews on elderly women of different cohorts.
- Designed interview guides.
- Interviewed women in their 60s, 70s, 80s, and 90's on their life experiences.
- Wrote qualitative reports describing information found.
- Built database.

◆ ADDITIONAL INFORMATION

- Proficient with Windows, WordPerfect, Excel, and PowerPoint.
- Willing to relocate.

◆ REFERENCE

- Available upon request.