

CLAIRE CUNNEEN

49/37 Iredale Street, Newtown, NSW 2042 | D.O.B. 16/6/79 | M: +61 421 077 355 | info@getfitwhereyousit.com.au

Summary

- Reliable and efficient professional adept at creating a positive, friendly environment in which clients can obtain advice and successfully achieve goals.
- Experienced in various aspects of business operation including administration, cash handling and communications.
- Calm, adaptable, and able to handle multiple responsibilities while providing exceptional customer service.
- Passionate about creating inclusive and accessible movement sessions that help clients to improve their health and overall wellbeing, along with creating and cultivating strong communities.

Highlights

- Over 25 years of experience in the fitness industry
- Excellent communication and people skills
- Able to communicate respectfully and professionally with people from many different populations
- Able to resolve requests and complaints with patience and creativity
- Team player with leadership qualities
- Spanish speaking

Experience

Owner/Teacher Trainer/Instructor LV Chair Yoga (Australia)

**03/14 to Current
Sydney, NSW**

- In 2014 began teaching LV Chair Yoga classes for seniors and those living with disability in community centres and in private sessions in and around Sydney.
- In 2016 joined with LV Chair Yoga directors in the USA to bring LV Chair Yoga to Australia and New Zealand via online and in person Teacher Training. Trained multiple students in various locations in Australia and worldwide to certify them as LV Chair Yoga Teachers. Offered mentoring support via ongoing online workshops and mentoring circles with our teacher community.
- Presented Chair Yoga and Yoga workshops for various events and festivals including Seniors Week, Mind Body Spirit, Aged Care open days, Diabetes NSW/ACT expos, Carers NSW, corporate & community events and private workshops.
- Created advertising materials and implemented marketing strategies/promotions to obtain new clients and keep current clients informed of business operations. Ran all online and social media aspects of the business including converting classes to Zoom format during lockdowns and teaching hybrid online/in person classes.
- Communicated with and gave specific details about our product/s to prospective clients and current class attendees via various communication portals (telephone, email, face to face and via social media).
- Appeared on Channel 7's House of Wellness 'Power of Play' episode sharing the importance of healthy and fun movement for older adults. Co-produced and was interviewed for ABC Story box Chair Yoga episode promoting Chair Yoga to office workers.
- In 2021 began to manage a team of highly skilled teachers and provided one-off workshops/events and over 30 regular chair yoga, yoga and other classes per week, both online and in person to various libraries, councils, communities, private businesses, non-profit and corporate organisations in Sydney and afar.
- www.getfitwhereyousit.com.au

Owner/Instructor Zumba Fiesta

**02/10 to Current
Sydney, NSW**

- In 2010 successfully opened my own small business – Zumba Fiesta.
- Worked with people of all ages and abilities. Developed and instructed specialised classes for Older Adults, people with varied abilities, as well as Children. Zumba Gold, Zumba Kids, Zumba Toning and Zumba Fitness programs.
- Worked closely with council staff members and venue owners to successfully open and run up to 20 classes per week, with up to 60 participants per class and engaged four instructors to work on my team.
- Created advertising materials and implemented marketing strategies/promotions to obtain new clients and keep current clients informed of business operations. Ran all online and social media aspects of the business.
- Communicated with and gave specific details about our product/s to prospective clients and current class attendees via various communication portals (telephone, email, face to face and via social media).
- Organised parties, fundraisers and social events to support charities, build rapport and create a fun, friendly in-class environment for both my instructors and participants. Some highlights were raising over \$2000 for the Cancer Council, and over \$1000 for Oz Harvest from our quarterly "Fiesta & Fundraiser" parties. I often donated my time to organisations such as Inner West Council, Relay for Life and Carers NSW by providing a Zumba session for participants.
- Handled cash and performed all administration/paperwork, cash reconciliation, contractor payments and invoicing.
- www.zumbafiesta.com.au

Self-employed Spirit Fitness (in transition to Light Warrior Movement)

**10/02 to Current
Sydney, NSW**

- Instructed classes and gave up to date health and wellness advice to classes and clients at many Sydney gyms, wellness & community centres, corporate organisations and online. Classes taught include: Freestyle (Aerobics, step, circuits etc), Cycle, Pilates, Zumba, Yoga, Chair Yoga, Stretch, Boxing, Kids and Older adult's fitness.
- Operated small personal training business training private clients and operating at Fitness First - advising and working with clients of different ages and needs.
- Contributed to the operation of clean, friendly and well-maintained gyms and health clubs.

Recreation Officer City of Sydney Council

**03/14 to 11/17
Sydney, NSW**

- Planned, implemented, and evaluated social, cultural, educational and recreational programs to support social inclusion, connection and wellbeing.
- Maintained excellent customer service relationships with clients, contractors and other stakeholders to ensure we responded to customers and community needs and expectations
- Undertook a range of day-to-day and administrative duties to ensure the safe and effective operations of community centres and programs.
- Worked in various locations across the local government area including recreation centres and small community venues with a broad and diverse customer base
- Facilitated fitness sessions within recreational facilities and ran workshops for events such as mental health week and RU OK day.

Retail Sales Assistant**10/00 to 02/04****The Body Shop****Various, NSW**

- Encountered many personal interactions with customers, performing makeovers and consultations on the latest trends, informing them of product information and ingredients to help them select items specific to their needs.
- Built customer confidence and rapport by actively listening to concerns and giving appropriate feedback, with friendly and professional customer service.
- Answered customers' questions and addressed problems or complaints in person and via phone.
- Placed special orders and called other stores to find desired items. Gift wrapped items when required.
- Operated a cash register to process cash, cheque and credit card transactions accurately, in a timely fashion.
- Administered all point of sale opening and closing procedures including cashing/locking up and making bank deposits.
- Kept the shop clean and maintained neat, orderly, visually appealing product displays. Received and replenished stock to guarantee product availability and promote customer satisfaction.
- Built and maintained effective relationships with upper management and other team members to promote the company brand. Gave exceptional service throughout the entire shopping experience.

Market Researcher**01/00 to 08/00****MRA Research****Crows Nest, NSW**

- Conducted telephone interviews with various segments of the population and recorded data for market research purposes.
- Operated telephones and computer systems within a call centre environment.

Gym Floor Assistant/Fitness Programmer**08/98 to 11/99****Bodyline Gym****Bankstown, NSW**

- Cleaned and performed light maintenance on gym floor equipment.
- Picked up and put away weights and equipment to maintain a clean and safe work environment.
- Conducted fitness assessments, prescribed exercise programs and communicated with and advised clients in all aspects of health and fitness.
- Assisted at reception (telephone calls, bookings, requests for information) when required.

Retail Sales Assistant (Casual)**05/96 to 10/98****Klein's Jewellery Store****Bankstown/Hurstville, NSW**

- Performed duties involved in the daily operations of the retail store including merchandising, receiving and processing stock, operating store while manager out, ticketing displays correctly, promoting discount offers, operating the computer system, banking and cash register, helping customers select products, offering product information and keeping up with all current trends.

Education

Formal Education

- **Bachelor of Applied Science: Sport & Exercise Science** 1999
University of Western Sydney, Macarthur
Coursework in Nutrition, Human Anatomy & Physiology, Biomechanics, Exercise Prescription, Sport Psychology & Sport Management.
- **Higher School Certificate** 1996
Nazareth Senior College, Bankstown

Other Certificates

- **Current First Aid/CPR & Professional Indemnity Insurance** 2024
- **Current Police Check** 2023
- **Current Working with Children Check** 2020
- **Reiki Certificate Level 3**
Jacqui Bushell
- **Training people with Disabilities** 2022
Fitness Education Online
- **Healthy Ageing Summit** 2022
- **Graduate Certificate in Yoga Therapy** 2018
- **Certificate IV Older Adults Fitness** 2017
FIA Fitnation
- **Yin Yoga Teacher Training** 2017
Don Peers/Elixir Bondi Junction
- **LV Chair Yoga Certifier Training** 2016
Lakshmi Voelker Chair Yoga
- **Chair Yoga Instructor Certification** 2017, 2016 & 2014
Lakshmi Voelker Chair Yoga (The Open Centre NYC)
- **Chair IPT (Integrated Positional Therapy) Certification** 2015
Lakshmi Voelker Chair Yoga/Lee Albert (IPT) (Kripalu)
- **Level 1 Therapeutic Yoga Certification** 2015
Cheri Clappett/Arturo Peal (Integral Yoga Institute, NYC)
- **200hr Hatha Yoga Teacher Training** 2014
Don Peers - Akasha Yoga RYS
- **Certificate in Sport & Exercise Nutrition** 2012
Sports Dieticians Association of Australia
- **Zumba Instructor Certification** 2010
Zumba Fitness, Zumba Gold, Zumba Kids, Zumba Toning
- **Cert IV (Children's Fitness)** 2005
The Children's Hospital Institute of Sports Medicine (CHISM)
- **Cert IV (Pilates Mat Level 1 &2)** 03/05
Australian Fitness Network/The Pilates Institute
- **Certificate in Foundation Cycle** 2003
- **Certificate III in Fitness** 2002
Fitness Institute Australia
Certified Group Fitness Instructor/Fitness Instructor/Children's Fitness Instructor.

Other Interests

Spanish, Spirituality, Culture, Travel, Music, Yoga, Environmental/Animal/Human rights, Socialising, Learning.

References

Charisse Sweeney
Former Business Partner/Colleague
Zumba Fitness

Ph: 0403 938 748

E: charisse.t.sweeney@gmail.com

Maria Strugarevic
Secretary
South Sydney Juniors Ladies
Physical Culture Club
Ph: 0438 747 800
E: mariastrugar@hotmail.com