

# Carlota Simons

Activities Assistant

## Profile

Dedicated Activities Assistant with a year of experience in planning, organizing, and implementing engaging recreational activities for various age groups. Adept at fostering a fun and inclusive environment, promoting social interaction, and enhancing participants' overall well-being. Strong communication and interpersonal skills, with a proven ability to adapt to diverse needs and preferences. Committed to continuous professional growth and enhancing the quality of life for all participants.

## Employment History

### Activities Assistant at PruittHealth, GA

May 2023 - Present

- Successfully organized and executed over 15 engaging recreational events for residents within a year, resulting in a 25% increase in participation and positive feedback from both residents and their families.
- Streamlined the scheduling process for activities by implementing an efficient digital calendar system, leading to a 30% reduction in planning time and improved communication among staff members.
- Developed and maintained strong relationships with 10 local community partners, facilitating regular visits and collaborations that enriched the overall experience for PruittHealth residents and contributed to a 20% increase in resident satisfaction ratings.

### Activities Coordinator at Brookdale Senior Living, GA

Sep 2022 - Mar 2023

- Successfully planned and executed over 250 engaging activities annually, leading to a 30% increase in resident participation and satisfaction.
- Streamlined the activity scheduling process by implementing an efficient digital calendar system, reducing scheduling conflicts by 50% and improving communication between staff and residents.
- Developed and managed a team of 10 dedicated volunteers, resulting in a 40% decrease in staff workload and increased resident interaction during events.
- Secured partnerships with local businesses and organizations for event sponsorships, leading to a 20% reduction in activity costs and an annual savings of \$10,000 for the facility.

## Certificates

### National Association of Activity Professionals (NAAP) Credential

Mar 2022

### Certified Therapeutic Recreation Specialist (CTRS)

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## Education

### Associate of Applied Science in Recreation and Leisure Studies at Savannah Technical College, Savannah, GA

Sep 2018 - May 2022

Relevant Coursework: Recreation and Leisure Program Management, Facility Operations, Event Planning, Outdoor Leadership, Therapeutic Recreation, Aquatics Management, and Fitness and Wellness Programming.

## Links

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

## Skills

Time-management

Creativity

Adaptability

Interpersonal

Organizational

Problem-solving

Microsoft Office

## Languages

English

Dutch