

BELINDA GRILLONE

Recreation Coordinator

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(565) 117-6972

123 Main Street, Cherry Hill, NJ 08034



PROFILE

Dedicated Recreation Coordinator with 1 year of experience in designing and executing engaging recreational programs for diverse communities. Adept at managing budgets, coordinating events, and collaborating with cross-functional teams. Proven track record of enhancing participant satisfaction, fostering positive relationships, and promoting health and wellness initiatives. Skilled in tailoring activities to meet participants' needs and ensuring program adherence to safety regulations.

LINKS

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

SKILLS

Event Planning

Team Building

Budget Management

Risk Assessment

Marketing Strategies

Conflict Resolution

Time Management

LANGUAGES

English

Bengali

HOBBIES

Gardening

EMPLOYMENT HISTORY

● Recreation Coordinator at New Jersey Recreation & Park Association, NJ

Feb 2023 - Present

- Successfully organized and executed 20+ community events annually, resulting in increased participation of over 2,000 residents and a 25% growth in overall program attendance.
- Implemented a new online registration system for recreation programs, streamlining the enrollment process and increasing registration efficiency by 40%.
- Developed and managed a budget of \$500,000, optimizing resource allocation and reducing operational costs by 15%, while maintaining high-quality programs and services.
- Established partnerships with 10 local businesses and organizations, generating over \$50,000 in annual sponsorship revenue and enhancing the quality and variety of programs offered to the community.

● Assistant Recreation Coordinator at YMCA of Metuchen, Edison, Woodbridge & South Amboy, NJ

Aug 2022 - Jan 2023

- Successfully increased program participation by 30% within the first year, resulting in a growth of membership and community engagement for YMCA Metuchen, Edison, Woodbridge & South Amboy.
- Developed and implemented a new summer camp program that attracted over 150 children, generating an additional \$75,000 in revenue for the organization.
- Coordinated with local schools and community organizations to create partnerships, leading to the establishment of five new after-school programs and increasing enrollment by 100+ students.
- Streamlined the scheduling process for facility rentals and events, reducing booking conflicts by 50% and increasing overall customer satisfaction.

EDUCATION

Bachelor of Science in Recreation Management at Montclair State University, NJ

Sep 2017 - May 2022

Relevant Coursework: Parks and Recreation Management, Event Planning, Outdoor Recreation, Facility Management, Program Development, Tourism Marketing, Risk Management, Leadership, Financial Management, and Recreation Law.

CERTIFICATES
