

# David Manoukian

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## EXPERIENCE

### **Felix's Swim School, Markham, Aquatic Supervisor/Program Coordinator**

September 2020- Current

- I promote Lifesaving levels from Level 1 through 10, and Leadership courses.
- Instruct all levels of Lifesaving, plus parents and tots/Leadership Courses and Adults.
- I ensure that the swim instructors/volunteers are trained and aware of the program.
- Conduct phone and in person interviews.
- Train newly recruited administrators with our CRM system.
- I prepare report cards at the end of the term.
- Daily maintenance ( Vacuuming, balancing the pool levels with chemicals, and maintaining the filter and pump)
- Prepared monthly Instructors hours via Quickbooks.

### **Lifestyle Recreation/Leisure Services, North York, Recreation Coordinator**

May 2018-May 2020

- I organized all recreational events which included parties, bingo nights, yoga and aqua fit classes.
- Answered all customer inquiries through email, phone calls, and in person.
- Updated data entry monthly.
- Issued Parking permits to visitors.
- Processed payments for the aquatics, yoga, and gym membership programs.
- Made sure that the pool, weight room, library were all clean, safe to use and operations

## SKILLS

- Event Organization and Management
- Office Management -Staff Recruitment and Development
- Customer Service Management
- Community Outreach Management
- Leadership and Supervision
- Budget development and management
- Publicity and Promotions management
- Problem Identification, Diagnosis and Management
- Fluency in Armenian, French and English ( both verbal and written)
- Microsoft Office ( Word Excel, Outlook and PowerPoint)
- Internet Proficiency
- Standard First-Aid and CPR-C certificate from Lifesaving Society.
- NLS and Swimming Instructors certificate.
- Armenian Language certificate.
- DELTA B1 Certificate from Alliance Francaise De Toronto.
- Adept in conflict resolution
- Communications Theory

- Mental Health Support
- Skilled in intake interviewing
- Learning disability awareness
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## **Legislative Assistant, North York**

May 2015– April 2018

- Coordinated on invitations and on position papers to be submitted as an outcome of hearings/meetings held.
- Prepared materials for the Committee meetings and hearings.
- Routed notices of meetings for the members of the Committee.

## **LANGUAGES**

Armenian

English

French

## **Toronto Cricket, Skating and Curling Club, North York, Instructor/ Lifeguard**

Jan 2011-Jan2015

- Lifeguarded recreational swim programs
- Instructed afternoon scheduled classes from Red Cross level 1-10 including advanced courses, adults plus parents and tots.
- Prepared report cards at the end of semesters.

## **EDUCATION**

### **University of Toronto, Toronto, Bachelors**

September 2011-May 2016

Political Science Major

### **Brebeuf College School, Toronto, OSSD**

September 2008 - June 2011

### **TEFL Certificate from TEFL Academy**

July 2020

