

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.
- DELF B1 Certificate from Alliance Francaise De Toronto.
- Adept in conflict resolution
- Communications Theory

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.

- Mental Health Support
- Skilled in intake interviewing
- Learning disability awareness
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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

