Hannah Fowlie

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Tampa, Fl.

EDUCATION:

Florida Atlantic University Boca Raton

Associates of the Arts Degree in Business Management

MANAGEMENT EXPERIENCE

Sports Club of Naples Naples, FL

Co-Director November 2023-August 2024

- Make weekly schedules based on 6 staff member's availability
  Maintain staff-child ratio (1:20)
- Go through inspections from Collier County Public Schools and DCF
- Trained under multiple other directors and administrators
- Collaborate with other directors and staff
- Manage site to ensure everything runs smoothly, staff to child ratio is maintained (1:20), make schedules for 6 staff weekly, bill parents at the end of the week

PROFESSIONAL EXPERIENCE

Salon Bamboo Aveda Naples, FL

Front Desk Coordinator January 2025-June 2025

- Greet guests as they arrive
- Check in and check out guests accordingly
- Schedule appointments for stylists
- Ensure inventory is done as needed
- Stock retail daily
- Closed and opened salon
- Maintain a clean environment for guests and staff
- Manage email submissions and phone calls
- Train new employees on software used (Salonbiz)

Sports Club of Naples Naples, FL

Counselor and Front Desk January 2021-March 2025

- Assist admin by training 10+ new employees on how to do their assigned job
- Participate in training to become DCF and CPR Certified through the seven tests and 2 courses required through DCF and the CPR course
- Run front desk and ensure every child goes home with the right parent and keep parents informed on events happening at our facility
- Care for children aged 4-14
- Oversaw small groups of 20-40 children in activities

EXTRA SKILLS

• Knowledgeable in Microsoft Office

ADDITIONAL WORK EXPERIENCE

Bath and Body Works Boca Raton, FL

Sales Associate January 2023-July 2023

- Maintain a positive environment for guests that walk into the store and help them find what they were looking for and offer new products to try
- Trained on cash register and how to use our computer systems
- Worked overnight/early morning to participate in floor sets, where the entire store is rearranged for holidays or events

Ben and Jerry's Boca Raton, FL

Shift Leader October 2022-January 2023

- Trained on cash register
- Train new employees on how to use equipment
- Cater large events out of area
- Ensure money count is correct at end of day
- Closed and opened the store
- Ensure inventory is stocked
- Place orders for new inventory

CAMPUS AND COMMUNITY INVOLVEMENT

Sports Club of Naples | *Counselor in Training* June 2017-August 2019