

Rebecca Crawford Freeland

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Education:

Master of Science in Education, Troy University, Troy, AL
Currently pursuing - P-12 Physical Education Certification

**Bachelor of Arts, Department of Human Performance and
Kinesiology, Huntingdon College, May 1994**
Major: Physical Education

Experience:

August 2010 – present

***Graduate Teaching Assistant, Troy University Department of
Kinesiology and Health Promotion, Troy, AL***

- *Prepare Syllabus and lesson plans for physical activity classes
- *Currently teaching Water Aerobics and Beginning/Intermediate Jogging
- *Assist professors with research projects

October 2004 –
December 2005

Secretary/Office Manager, South Baldwin Podiatry, Foley, AL

- *Managed Doctor's professional and personal schedule
- *Responsible for patient scheduling, insurance and patient billing, file maintenance, equipment maintenance, office organization and supplies
- *Assisted doctor with in office surgery and patient care when needed
- *Solely responsible for Diabetic Shoe Program

June 2003 – July 2004

Assistant Manager, Wholesale Jewelry Company, Foley, AL

- *Organize and maintain showroom for local merchants
- *Responsible for all sales and customer service with local retail merchants
- *Maintain inventory levels and ordering through QuickBooks program
- *Create invoices and reports for sales and profitability
- *Pull merchandise orders for reps and shipping ensuring 100% accuracy

December 2001 –
June 2003

***Support Staff, Allstate Insurance Company, Paula M. Smith
Agency, Gulf Shores, AL***

- *Responsible for office operations and sales goals
- *Provide excellent customer service for agency
- *Quote and write property and casualty policies
- *Assist agent with life and financial policies
- *Maintain valid Alabama insurance producer license
- *Build referral contacts to generate repeat business

Rebecca C. Freeland

Page 2 of 4

Experience Continued:

- December 2000 –
December 2001
- Store Manager, Chico's FAS, Foley, AL***
- *Responsible for all store operations
 - *Lead staff in sales through exceptional customer service
 - *Recruiting, staffing, training, and developing a strong team
 - *Responsible for merchandising and profitability of store
 - *Manage a staff of fifteen plus employees
 - *Oversee all shipping, receiving, and daily activities of business
 - *Assist with set up and recruiting for new stores
- March 1998 –
December 2000
- Store Manager/Training Manager, Maidenform Inc., Foley, AL***
- *Responsible for all store operations
 - *Recruiting, staffing, and staff development
 - *Prepare all reports for profitability of store, receiving, and payroll
 - *Lead staff in sales and training for superior customer service
 - *Responsible for all merchandising, shipping, and receiving
 - *Travel and train new managers and assist with new store openings
 - *Assist in rewriting and updating corporate training programs
- March 1997 – March
1998
- Human Resources Assistant, Columbia/HCA, Montgomery, AL***
- *Assisted all applicants and new employees with paperwork required for employment
 - *Prepared and distributed all mail, reports, open job posting and orientation lists to appropriate personnel
 - *Receptionist and customer service for the building
 - *Responsible for all supply orders and employee badges
- November 1993 -
March 1997
- Co-Proprietress, Victoria's Secret, Montgomery Mall***
- *Supervised staff of fifteen to thirty
 - *Assisted clients with fittings and purchases
 - *Organized clothing displays and store layout
 - *Responsible for all fragrance business
- June 1996 – March
1997
- Exercise Instructor, Continental Health and Fitness Company, Montgomery, AL***
- *Taught exercise classes to senior citizens at various community centers
- May – August 1993
- Aquatics Director, Camp Grandview YMCA, Millbrook, AL***
- *Supervised a staff of three lifeguards
 - *Responsible for all aquatic activity, scheduling, and pool upkeep
 - *Taught swimming and canoeing lessons to campers
 - *Instructed and tested others in lifeguard safety and guidelines
- August – December
1992, 1993
- Assistant Instructor, Huntingdon College, Montgomery, AL***
- *Supervised, demonstrated, and assisted in teaching lifeguard training classes

Rebecca C. Freeland

Page 3 of 4

Experience Continued:

- September –
December 1992 **Physical Education Teacher, Bell Road YMCA, Montgomery, AL**
*Planned and implemented a physical education curriculum for home-schooled children, ages 5-13
- August – November
1992 **Aerobics Instructor, Southeast YMCA, Montgomery, AL**
*Planned and taught aqua and step aerobics classes weekly
*Responsible for Youth Fitness program, served as instructor
*Staff Lifeguard
- April 1991 – August
1992 **Gymnastics Team Coach, Prattville YMCA, Prattville, AL**
*Coached level 2-8 competitive gymnastics
*Taught Gyminee Cricket preschool gymnastics classes
*Taught Low-impact and step aerobics classes
*Served as a fitness trainer
- May 1990 – May 1991 **Dance Instructor, Mann Dance Studio, Prattville, AL**
*Taught baton, gymnastics, tap, jazz, ballet, and balance beam classes to children ages 4-17
*Choreographed dance routines and assisted in organization of recitals

Organizational Memberships:

- KHP Club, Troy University, Troy, AL**
American Red Cross, Troy, AL
 Currently Certified in:
 First Aid, Adult CPR/AED, Child CPR/AED
- Dothan Area Young Professionals, Dothan, AL**
Alpha Omicron Pi Alumni Chapter, Montgomery, AL
 Member 1994-1998
 Social Advisor for local collegiate chapter 1995-1998
- Alpha Omicron Pi Social Sorority, Huntingdon College**
Gamma Mu, honorary Performing Arts Society, Huntingdon College
- American Red Cross, Montgomery, AL**
 Formerly Certified in:
 Standard First Aid, Adult CPR, Community CPR, Adult CPR/SFA Instructor, Lifeguard Training, and Water Safety Instructor
- National Dance Instructors Training Association**
 Formerly certified Level 2 Aerobics Instructor

Rebecca C. Freeland

Page 4 of 4

Activities:

First United Methodist Church, Dothan, Alabama

- *Youth Counselor, 2008, 2009
- *Sonshine Time Leader, 2006-2010
- *Vacation Bible School Volunteer, annually
- *Rummage Sale for Missions Chairperson, 2006-2009
- *Serve on Missions Committee 2006-2010
- *Served on Children's Council 2009

Gulf Shores United Methodist Church, Gulf Shores, Alabama

- *Served on Nursery Committee, Leadership Committee, and Staff/Parish Relations Committee
- *Assisted with various children's programs as needed

*Membership Education Chairman, Alpha Omicron Pi Sorority
Social Chairman, Alpha Omicron Pi Sorority*

Elected 1993 – 94 Dorm President of Huntingdon College SGA

- *Served on Dorm Court
- *Assisted with proposals to the Dean regarding changes in the dorm system

Huntingdon College "Dungeon Player" 1990 – 91

*Huntingdon College "Danceworks" performer and stage manager
1990 – 92*

*Nominated for 1993 Student Assistant to the Director of
Recreation, Huntingdon College*

Community Service:

T-ball Coach, Dothan National League, Dothan, AL

Relay for Life, Gulf Shores, AL

Huntingdon College Elder Hostel

Exercise Instructor 1994, volunteer to lead senior adults in
exercise classes daily

Autauga County Junior Miss Program

Choreographer 1992 – 93

Co-Choreographer 1990 – 92

"Stick Up for Arthritis Research", Alpha Omicron Sorority

Walk-a-Thon for Leukemia, Huntingdon College

Toys for Tots

Helped serve meals in a local soup kitchen

Adopt families at Christmas and Thanksgiving

Taught First Aid and CPR to college students

Sunshine Center, Montgomery, AL (made various contributions)

References available upon request