

Jesika R. Bourgeois

Cell: (818) 415-1712

Email: jesikafit@yahoo.com

Website: <http://jesikafit.com>

A comprehensive and progressive Health and Fitness Educator!

SUMMARY OF QUALIFICATIONS

- Exceptional organization and communication skills with a diverse demographic
- Experience in teaching adults and children fitness related classes (i.e. muscle sculpting, strength training, aerobics, and nutrition)
- Provided primary support to senior level executives in the entertainment industry
- Over fifteen years of experience supporting and managing within food service, business development, and entertainment based gaming industries

WORK EXPERIENCE

JESIKAfit, L.L.C., Encino, CA (11/02 to Present)

Health Educator and Exercise Specialist

- Instruct group fitness classes for: Muscle Sculpting, Cardio Sculpting, Sculpting on the Ball, Cardio Sculpting on the Ball, Sneaker Camp (Indoor Boot Camp), 180° Workout, Stretching, Cardio and Muscle Sculpting for Older Adults.
- Contracted Personal Trainer – Post Rehabilitation
- Instructed fitness classes for Glendale Community College
- Aid in Gymnastics for Toddlers
- Instruct fitness classes for Seniors, Healthy Adults and Toddlers
- Develop healthy recipes for client base
- Serve as a third party resource person for health education program development and implementation i.e. health fairs
- Proficient in Metabolic Syndrome

SEGA GAMEWORKS, L.L.C., Glendale, CA (5/97 to 2/02)

Project Coordinator

- Act as a liaison among VP of Design, Director of Construction, Director of Architecture, senior level management, and project vendors
- Coordinate schedule for VP of Design, Director of Construction, Director of Architecture, staff designers, and vendors
- Prepare travel arrangements
- Reconcile department expenses
- Implement and track project cost analysis
- Generate deal making documents
- Coordinate site implementation
- In charge of vendor selection in accordance to project specification
- Supervise job assignments and schedules of production designers
- Assist in research and development of presentations
- Coordinated home office move

HYMART DELICATESSEN, N. Hollywood, CA (1984 to 5/00) Managing Partner

- Managed operations and promotional development
- Tracked daily cash revenue, Produced monthly financial reports, Processed accounts payable
- Handled purchasing and inventory management
- Created and maintained the in-house catering sector - "Healthy Catering by *Jesika*"

EDUCATION/TRAINING

TOURO UNIVERSITY INTERNATIONAL, Cypress, CA (2009)

Master of Science in Health Sciences with a concentration in Health Education, Summa Cum Laude Bachelor of Science in Health Sciences, Summa Cum Laude (2008)

AMERICAN COUNCIL ON EXERCISE, Morrisville, NC ('05)

Personal Trainer Certificate

GLENDALE COMMUNITY COLLEGE, Glendale, CA ('01 – '04)

Fitness Specialist Certificate

UCLA EXTENSION, Los Angeles, CA (9/95 to 6/99)

Attended Classes in Hospitality and Culinary Arts

SKILLS

FITNESS SKILLS: Knowledge of fitness related disease; Masterful in Muscle Sculpting and Cardiovascular Endurance, Certified in CPR/AED, IDEA Fitness Association Member, and ACE Certified Personal Trainer

COMPUTER/TECHNICAL SKILLS: MAC and PC proficient, Microsoft Schedule Plus, MSWord, Excel, Oracle, File Maker, Windows, Word Perfect, RFMS (Resource Financial Management System), Fetch 2.1, Powerpoint, and ScanMan

ADDITIONAL SKILLS: Knowledge of basic bookkeeping; Fluent in Armenian and Persian