

TAMMY GREENLEE

203.288.6688

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Education

Kent State University at Stark, North Canton, Ohio

BS Middle Childhood Education - Graduated Magna Cum Laude, Cumulative GPA: 3.80,
Dean's List: 5 semesters, President's List: 4 semesters

Experience

2018 –
Present

Organizational Performance Group, Woodbridge, CT

Client Services Assistant

- Manage Partners' calendars, coordinate with personal schedules, and arrange and manage travel plans ensuring the time of the Partner is maximized and in line with OPG's priorities.
- Coordinate travel arrangements (flight, train, hotel, car service, etc.) as needed.
- Provide project assistance for OPG consulting staff, including liaising with client representatives to iron out meeting and event logistics.
- Attend client meetings as required by OPG consulting staff to assist with set-up, note taking, and onsite support.
- Ensure OPG consulting staff have all materials for upcoming client events.
- Prepare notes and compile evaluations from client meetings; prepare or edit PowerPoint presentations and other materials for presentation to clients.
- Complete all follow-up activities generated at client events.

2015 – 2018

Planet Fitness, Branford, CT

Fitness Club Manager

- Created staffing schedules and trained and coached staff members to provide exceptional customer service.
- Made daily bank deposits and administered and processed all weekly and bi-weekly employee payroll.
- Resolved all employee issues or concerns.
- Utilized POS System to sign up new members and updated addresses and billing information.
- Oversaw the safety of employees, members, and club property by determining when equipment or facilities were in need of repair and communicated to facilities management team in a timely manner.
- Managed the ordering of club supplies and ensured budget was kept under control.
- Tracked Key Performance Indicators such as guest counts and canceled memberships on a weekly, monthly, and annual basis.
- Managed marketing efforts by ensuring the staff was aware and trained on all current promotions.

2011 – 2015

Sauder Elementary School, Massillon, OH

Fourth Grade Teacher

- Planned and implemented a program of instruction that adhered to the Board of Education's philosophy, goals, and objectives as outlined in the adopted courses of study.
 - Made purposeful and appropriate lesson plans which provided for effective teaching strategies and maximized time on tasks.
 - Reviewed student records to develop a foundation of understanding regarding each student's abilities and needs.
 - Created a classroom environment that was conducive to learning and appropriate to the maturity and interests of students.
 - Implemented all relevant policies governing student conduct.
 - Incorporated into planning all diagnostic information as required in the student's Individual Education Plan (IEP).
 - Communicated clearly, consistently and positively with parents via all appropriate mediums.
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