

Nevaeh Macias

Aquatics Facility Supervisor

📞 (916) 555-7316 ✉️ nevaeh.macias@example.com

🌐 linkedin.com/example/nevaehmacias 📍 Sacramento, CA 95818

STRENGTHS

- 🧘 **Calm emergency leadership**
During rescue response, clear direction kept staff focused and helped patrons receive prompt, respectful care.
- 👥 **Practical staff coaching**
Skill checks and direct feedback made training useful; coworkers often sought guidance before difficult shifts.
- ✅ **Reliable facility oversight**
Routine water readings and inspections caught concerns early, keeping daily operations safer and easier to manage.
- ♥️ **Community centered service**
Listening during patron concerns shaped clearer program communication and helped families feel welcomed at busy pools.
- ♥️ **Accurate operational records**
Attendance, certifications, incidents, and participation notes stayed organized, giving supervisors useful information for decisions.

SKILLS

Aquatic operations

Staff scheduling Skills assessment

Employee coaching

Emergency response

Water chemistry

Facility inspections

Program development

Community relations

Incident reporting Active Network

WhenToWork PeopleSoft

Microsoft Excel CPR/AED

SUMMARY

Aquatics operations professional with six years supporting public pools, recreation programs, swim instruction, lifeguard supervision, and emergency response. Two years in assistant facility supervision include staff scheduling, certification tracking, skills assessment, coaching, performance documentation, incident reporting, revenue procedures, and community service. Hands on experience covers water chemistry, quality sampling, safety inspections, sanitation, chemical storage, inventory, supply requests, maintenance work orders, and facility readiness. Active Network, WhenToWork, PeopleSoft, Microsoft Word, Excel, Publisher, and **maintenance tracking systems** support accurate records and efficient daily operations. Current **American Red Cross** Lifeguarding, **CPR/AED for the Professional Rescuer**, Oxygen Administration, **Water Safety** Instructor, Lifeguard Instructor, Certified Pool Operator, and Title 22 First Aid credentials support calm decisions during rescues and emergencies. Ready to contribute safe, welcoming aquatic programs through practical supervision and clear public communication.

EXPERIENCE

Aquatic Facility Assistant Supervisor

Riverbend Regional Aquatics 📅 October 2024 - Present 📍 Sacramento, CA

Leads daily pool operations, staffing, **recreation programming**, safety oversight, records, incident response, and maintenance coordination for busy public aquatic facilities.

- Coordinate daily pool **programs** and floor coverage, keeping lap swim and lessons operating smoothly.
- Build WhenToWork schedules and review attendance, certification status, and employee **skill assessments**.
- Coach lifeguards and instructors, documenting performance discussions and corrective action when recurring issues continue.
- Monitor water chemistry and **facility conditions**, then initiate work orders for needed repairs.
- Reconcile **Active Network** participation records, fee information, patron feedback, and program activity reports.
- Lead rescue and injury response, provide **First Aid** and CPR, and complete incident documentation.

Senior Lifeguard and Swim Instructor

Capitol City Swim Center 📅 June 2022 - September 2024 📍 Sacramento, CA

Provided senior shift leadership for lifeguards, instructors, swim lessons, water safety training, emergency readiness, **public service**, and water quality monitoring.

- Provided surveillance and **swim instruction** for youth and adults during high use **recreation** periods.
- Delivered **Water Safety** Instructor lessons, adapting practice plans for participant skill progression.
- Led rotations, break coverage, opening checks, closing checks, and patron concern resolution.
- Demonstrated **rescues**, CPR/AED, oxygen administration, and emergency communication during staff training.
- Collected water quality readings and reported out of range conditions for corrective action.
- Prepared **incident reports** and maintained clear communication with families, instructors, and recreation staff.

Lifeguard and Swim Instructor

University Recreation Aquatics 📅 September 2020 - May 2022 📍 Davis, CA

Supported university aquatic programs through active surveillance, swim instruction, emergency practice, **facility inspections**, **records**, and coordinated front desk communication.

- Maintained pool surveillance during recreation swim, lap swim, lessons, and university events.

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- Aquatic Facility Assistant Supervisor at Riverbend Regional Aquatics (2 Years)
- Senior Lifeguard and Swim Instructor at Capitol City Swim Center (2.2 Years)
- Lifeguard and Swim Instructor at University Recreation Aquatics (1.7 Years)

- Taught beginner and intermediate swimmers through structured demonstrations, practice, and skill checks.
- Performed rescue drills and emergency simulations using First Aid and oxygen protocols.
- Completed opening and closing inspections for rescue **equipment**, decks, access points, and readiness.
- Prepared lesson rosters, **schedule** notices, and participant information for front desk **operations**.
- Recorded patron counts and observations that informed lane allocation and **staffing** coverage.

PROJECTS

Aquatic Operations Readiness Program 📅 2025

Connected staff readiness, water quality, facility inspections, incident records, and maintenance follow up through practical daily operating routines.

Community Swim Access Program 📅 2023

Supported inclusive swim programming through lesson planning, participation tracking, public communication, and schedule coordination for local recreation needs.

LEADERSHIP & AWARDS

- Selected as shift lead for high use periods, supporting calm decisions, staff coverage, and patron service.
- Trusted to coach rescue, CPR/AED, oxygen administration, and emergency communication skills during in service training.
- Recognized by recreation teams for clear incident documentation and steady communication with families and staff.

EDUCATION

Bachelor of Science in Recreation Administration

California State University, Sacramento 🎓 GPA: 0 📅 2020 📍 Sacramento, CA

Coursework: Aquatic Facility Operations, Recreation Program Development, Public Administration, Risk Management

CERTIFICATIONS

- American Red Cross Lifeguarding Certification 📅 2024
- American Red Cross CPR/AED for the Professional Rescuer 📅 2024
- American Red Cross Oxygen Administration for the Professional Rescuer 📅 2024
- American Red Cross Water Safety Instructor Certification 📅 2023
- American Red Cross Lifeguard Instructor Certification 📅 2023
- Certified Pool Operator Certification 📅 2024
- First Aid for Public Safety Personnel, Title 22 📅 2024

TECHNICAL SKILLS

- **Aquatic Safety:** Lifeguarding, rescue operations, CPR/AED, First Aid
- **Instructional Certifications:** Water Safety Instructor, Lifeguard Instructor, Oxygen Administration
- **Pool Operations:** Certified Pool Operator, water chemistry, water quality sampling
- **Facility Inspection:** Safety inspections, sanitary inspections, facility readiness
- **Staff Scheduling:** WhenToWork, employee scheduling, time and attendance
- **Recreation Software:** Active Network, PeopleSoft, participation records
- **Office Applications:** Microsoft Word, Microsoft Excel, Microsoft Publisher
- **Maintenance Systems:** Maintenance tracking, work orders, repair requests
- **Program Administration:** Program scheduling, revenue procedures, fee reconciliation
- **Records and Reporting:** Incident reports, accident reports, operational reports
- **Staff Development:** Skill assessments, certification tracking, performance coaching
- **Chemical Safety:** Chemical storage, equipment handling, material handling

PROFESSIONAL AFFILIATIONS

- American Red Cross aquatic instruction and lifeguard training community, supporting shared safety practices.
- University recreation aquatics community, collaborating with instructors, patrons, and front desk teams.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST