

Jennifer Jobe DeCarlo

Objective

My ultimate objective is to create a heightened awareness of the value the YMCA brings to the community by becoming a contributing member to the YMCA management team; where I can utilize my experience, skills and work ethic to enhance both the strategic direction and operational effectiveness of the branch.

Education and Honors

1996-2000 Southwest Missouri State Springfield, MO

- Bachelor of Science in Education
- Kappa Delta Pi (International Honor Society in Education)

Relevant Experience

Aug. 2002- Current YMCA of Greater St. Louis St. Louis, MO

Aquatics Director

- Communicate and cooperate with others (members, co-workers, leadership team, and subordinates) to produce needed outcomes and meet and exceed goals.
- Apply excellent organization in an environment of diverse responsibilities, while demonstrating flexibility, versatility, commitment and good judgment.
- Effectively supervise, coach, train, and certify 50+ part-time employees.
- Accountable for creating and managing four departmental budgets including aquatics, teen and family, dance/cheer/gymnastics, and camp.
- Responsible for community collaborations:
 - Developed collaboration between the Wildwood Branch and the City of Pacific creating management contract of the City pool and the running the City traditional camp.
 - Currently developing collaboration with the City of Ellisville and proposing management bid of their city pool.
- Contributing member to the aquatic Program Management Team.
- Selected to represent Wildwood branch as the United Way, 40 developmental assets, and diversity champion.
- Assisted in the leadership of the city of Wildwood celebration, Wildwood days.
- Design and implement new programs to meet societal trends and community interests.

Key results

- Selected for YMCA leadership institute in 2007.
- Chosen to be an American Red Cross instructor.
- Developed and managed \$25,000 annual golf tournament along with board members and volunteers.
- Worked with excellent team of directors at the Wildwood YMCA, resulting in the branch being one of the profitable YMCAs across the association. (2002-present)
- Development of first association Youth Triathlon Club
- Created and developed swim team parent volunteer committee.

Feb. 2001 – Oct. 2001 Abercrombie and Fitch Springfield, MO

Assistant Manager

- Applied communication and listening skills to determine both customer and employee needs.
- Managed the business by overseeing the daily, weekly, and monthly sales; as well as, the detail of the floor presentation, and each individual employee and their needs.

Key results

- Self-starter with strong communication and organizational skills who always exceeded goals for store presentation and customer service. These results were frequently recognized by customer compliments.
- Selected by district management to be one of two employees to open a new Houston location.
- Seen by employer and employees as a strong responsible leader.

Personal Strengths

Team Oriented Leader – In situations where groups or teams are involved I have many times been selected as the leader. I contribute this to my ability to work with diverse personalities, and my ability to get the most out of the group. I recognize the importance of everyone's contribution in producing a result, which is better than any of us could achieve on our own.

Goal Oriented – I've watched successful people and one thing they have in common is setting goals. What I have accomplished has been due to my focus on goals, and the determination I have once I have established a goal. With all of the possibilities I have in my life, and all the opportunities there are in business I really feel the discipline, time and patience required to set goals separates those who succeed from those who don't. My goals help me determine my plan, and be accountable to myself. In business I know accountability is essential, and without measurable goals it is much more difficult to hold people accountable.

Positive Attitude – My positive attitude has always allowed me to see the best in others, and has given me the ability to see the opportunities that come out of problems. When you are positive, others tend to mirror your attitude, which makes finding solutions much easier. A positive attitude has also given me the ability to adapt to change much better, and resilience is essential in today's environment. My attitude is also the one thing over which I have absolute control.

Continuous Listener and Communicator – In jobs I have had the one thing I have consistently been told has been how well I listen. I feel this is particularly important because whether serving a customer or serving a co-worker I have to understand their needs. Then, I can solve their problem, or communicate why what I am doing or selling is good for them. With the understanding I gain from listening, my communication becomes much simpler and focused on what is important to them.

Well Organized – It seems like there is always more to do than there is time. For me, organization has been the most effective way for me to deal with this little dilemma of life. I have found that through organization I can manage my time better and be much more disciplined by setting priorities. In the experience I have had both in school and in the jobs I have had, it seems like one of the largest hurdles for most people is breaking down projects or work into small enough pieces that they can cope with it. Good organization has helped me do this.

Interests

- Health and wellness, educating others about fitness, and participation in marathons and triathlon races
- Enjoying time with family and friends
- Continual education
- Participating in any outdoor activity