

Victoria Hill

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Education

Texas Tech University - Lubbock TX

Dec. 2020

University Studies (Concentrations include Integrative Studies, Human Resource Development, and Organizational Leadership)

Professional Experience

City of Longview Parks and Recreation- Longview TX

August 2021- Current

Aquatic Coordinator

- Directed the aquatic program and maintained daily operation of three aquatic facilities.
- Implemented and scheduled programs. Including, but not limited to American Red Cross lifeguard training, learn to swim program and recreation classes.
- Coordinated closely with the Recreation Supervisor to develop new recreation programming.

City of Lubbock Parks and Recreation- Lubbock TX

Nov. 2017- Aug. 2021

Aquatic and Speciality Events Coordinator

- Implemented and scheduled programs. Including, but not limited to American Red Cross lifeguard training, learn to swim programs, special events, tournaments, league sessions, and safety training field trips.
- Controlled costs and optimized spending via restructuring of budgets for labor, capital assets, inventory purchasing, and technology upgrades.
- Applied strong leadership talents and problem solving skills to maintain team efficiency and organize workflow to meet any daily demand.

Recreation Specialist

- Assisted with organized events and charities when needed.
- Tracked program spending, enrollments and attendance to produce monthly reports for program directors and utilized social media and paper products to promote recreation programs efficiently.

Special Events Coordinator- Lubbock TX

June 2019- Dec. 2020

- Coordinated discussion and requirements with clients, created event concepts, estimated costs, negotiated contracts with vendors, and monitored the event during execution.

City of Brady Parks and Recreation- Brady TX

May 2014 - Aug. 2017

Aquatic Manager

- Maintained cleanliness, well being, and organization of the pool, employees and general patrons.
- Maintained team efficiency by delegating daily activities, monitoring output, creating schedules, keeping inventory, and rewarding positive contributions.

Professional Skills

- Certified Pool Operator
- Lifeguard Instructor Certification
- Operations Management
- Program Development
- Project Management
- Strategic Planning

