



MONICA MARTIN

aquatic recreation supervisor

EDUCATION

UNIVERSITY OF
NORTH TEXAS
2002-2010

Bachelor's Degree
Communication Design
Minor
Creative Writing

SKILLS

J.D. EDWARDS
EXCEL
ADOBE CREATIVE SUITE
MICROSOFT 365
CIVIC REC
KRONOS
QUESTICA

EXPERTISE

personnel development
report writing
program integration
analytic/statistic reports
project management
revenue generation
collaborative leadership

WORK EXPERIENCE

CERTIFICATIONS

CPRE
LGI-T
WSI-T

Babysitter's Training I-T
Aquatic Facility Operator

COMMITTEES

NAT COMMITTEE
TRAPS NORTH PLANNING
NTAA
P.R.A.S.-DENTON
TOASTMASTERS INT.

AWARDS

TPPC Safety Program of
the Year 2013
TPPC Agency of the Year
2014
TPPC Agency of the Year
2015
TPPC Safety Program of
the Year 2015

2019 DFW DIRECTOR'S
Excellence in Mentoring

CITY OF DENTON | recreation supervisor/center manager - aquatics

- Operation manager of 200+ employees from recruiting to hiring, on-boarding, performance evaluation, and termination
- Produce operational reports relating to business initiatives, revenue, facility use, patron evaluations, expenditures, and special fund/project fund performance including three to five-year revenue and expenditure forecasts
- Responsible for training and mentoring management teams on data analytics, operational procedures, department expectations, customer service initiatives, and process improvement practices
- Oversee \$3.52 million in cumulative aquatic budgets
- Create, implement, and maintain revenue streams including programs, events, and memberships to offset operational expenditures
- Compile, analyze and submit risk assessment reports regarding injuries, accidents, EMS calls, and assess areas of highest documented risk across three facilities
- Secure annual programming grants for youth involvement in multi-sport events
- Implement special projects or programs that include multi-departmental involvement (Fire, Police, Permitting, IT, Purchasing, Risk Management)
- Manage sections in department's strategic plan to initiate compliance and document success/completion
- Generate annual contracts for facility use and work with Legal/Purchasing to finalize timely fulfillment of contracted service agreements
- Oversee management of contracts for Scuba, Therapy, Swim 380, Masters, etc.



WORK EXPERIENCE (contd)

SPECIAL PROJECTS

PROJECT MANAGER:
The Nook at Emily Fowler
Library
2019-2020

SOUTHWEST PARK
Master Plan Committee
2019-2020

VELA SOCCER COMPLEX
Historical Signage
August 2020-present

100-MILE KAYAK TRAIL
September 2020-present

CITY OF DENTON | recreation supervisor/center manager - aquatics

- Review and benchmark study position equity, programming fee structures, and overall business operations to ensure industry standards are being utilized appropriately
- Generate end-of-year operation estimate for DISD/City joint-use agreement billing
- Represent City of Denton Parks and Recreation at regional, state, and national events as a participant and session speaker
- Participate on the Leadership Development Team through Human Resources to facilitate various employee courses throughout the agency
- Draft ordinance proposals for Legal review and Council consideration
- Draft AIS and ISR concerning project updates or considerations for Parks Board and Council review
- Conduct regional training courses for Denton Police Department
- Represent PARD through involvement in various agencies and organizations by leading or sitting as an active chair of committees

OCTOBER
2010

DECEMBER
2011

AWARDS

TPPC Program of the Year
2012

brady warner

brady.warner@flower-mound.
com

972.874.6283

TOWN OF FLOWER MOUND | aquatic coordinator

- Oversaw all aquatic programs and special events and scheduling of employees
- Assisted with special projects that were not specific to Aquatics (writing a facility-wide Emergency Action Plan, assisted with coordination of Dorothy's Dash, hosted a monthly section on Adventures TV)
- Prepared marketing material for aquatics programs and events
- Created and delivered safety presentations to outside organizations and schools
- Responsible for checking chemicals, and pump room basic mechanics (strainer baskets, changing acid lines, replacing pump parts, backwashing the systems, cleaning the UV filters, balancing chemistry daily, etc)
- Assisted in the budget management and annual budget preparation for department
- Filing daily logs and program registration forms
- Prepared, submitted, and received invoices for contract entities using the CAC
- Prepared marketing material for seasonal brochure and website production by photographing and promoting programs, writing, and submitting print/on-line content
- Generated monthly department reports
- Gathered external participation for in-kind and monetary donations for all special events from local businesses within Flower Mound

AUGUST 2007 -
NOVEMBER 2009

JEREMY POST
jeremy.post3@redcross.org
214.695.4931

BAYLOR HOSPITAL - TOM LANDRY FITNESS CENTER |
aquatic program supervisor

- Marketing to the community and day schools for program participation
- Developed employee incentive programs and collaborated on membership incentive programs
- Submitted web updates and purchase orders for supplies
- Reported on monthly and annual budget
- Contracted instructors for programs/maintained yearly contracts and reviewed annually for continuation needs