

# CLARE R. WOOLLEN

SOUTHERN MARYLAND

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## EDUCATION

College of  
Southern Maryland  
2019 - 2022  
Associate Degree of Arts and Sciences

Belmont Abbey College  
2015 - 2016

## CERTIFICATIONS

American Red Cross  
Water Safety Instructor Certification  
Received on March 12th, 2022

American Red Cross  
Lifeguarding with CPR/AED for Professional  
Rescuers and First Aid  
Received on October 3rd, 2022

The College of Southern Maryland  
Certificate of Completion for General Studies:  
Undergraduate  
Received on May 4th, 2022

American Red Cross Lifeguard Instructor  
Recertified on January 24th, 2025

American Red Cross  
First Aid/ CPR / AED Instructor  
Received on March 28<sup>th</sup>, 2025

Certified Nutrition Coach  
National Academy of Sports Medicine  
Received on October 28<sup>th</sup>, 2023

## EXPERIENCE

Administration Specialist 2025 - 2026  
No Thyme To Cook

Responsible for overseeing daily administrative operations for No Thyme to Cook, ensuring efficient business functionality and organization. Managed client communications, scheduled appointments, maintained records and databases, processed invoices and payments, coordinated project logistics, and provided customer service support. Assisted with marketing efforts, social media management, and document preparation while maintaining accurate financial and operational records. Collaborated with team members to streamline workflows, improve efficiency, and support business growth through effective organization and attention to detail.

Aquatics Operations Specialist 2024 - 2025  
Calvert County Parks and Recreation

Responsible for overseeing the daily operations of aquatic facilities, including supervision of staff, enforcement of safety protocols, and coordination of swim programs and special events. Duties include scheduling lifeguards, conducting in-service trainings, monitoring water quality, ensuring compliance with health and safety regulations, and responding to emergencies. Also responsible for maintaining positive customer relations, managing facility supplies and equipment, and assisting in budget planning and program development to support a safe and engaging aquatic environment for all patrons.

American Red Cross Lifeguard/CPR/AED 2023 - 2025  
Calvert County Parks and Recreation

Responsibilities include complying with Red Cross Lifeguard procedures to ensure a safe environment in and around the water and educating members of the public on safe aquatic practices.

American Red Cross Water Safety Instructor 2022 - Present  
Calvert County Parks and Recreation

Responsibilities include creating swim lesson plans, teaching water survival skills to pupils, recording student progress, efficiently communicating necessary information to parents, and logging completed swim lessons into the Red Cross Learning Center.

## SKILLS

### Media and Software

- Microsoft Office (Outlook, Word, PowerPoint, Excel, Teams)
- Google Applications
- Workday
- Xplor
- Adobe Photoshop, Adobe Suite, Adobe Captivate
- Red Cross Learning Center

### Communication Skills

- Exceptional oral and written communication skills
- Polite and informative phone etiquette
- Familiar with programs like Microsoft Office (Word, PowerPoint, One Drive, OneNote, Outlook, Suite), Spreadsheets (Excel, Google Sheets), and communication platforms (Zoom, Skype)
- Familiar with a vast number of social media platforms
- Experience using editing software's such as Adobe Photoshop and DaVinci Resolve

### Management Skills

- Leadership / Team Leadership
- Problem-Solving
- Time management
- Planning
- Conflict resolution
- Goal-Oriented
- Team building
- Public Speaking
- Digital communication
- Organization skills
- Scheduling
- Research, analysis, and presentation skills
- Money Handling

## EXPERIENCE (CONTINUED)

**American Red Cross First Aid / CPR / AED Instructor** 2024 - Present  
Calvert County Parks and Recreation

Responsibilities include delivering high-quality training to individuals and groups in essential lifesaving skills. This includes instruction in adult, child, and infant CPR, use of automated external defibrillators (AEDs), and basic first aid techniques.

**American Red Cross Lifeguard Instructor** 2024 - Present  
Calvert County Parks and Recreation

Responsible for planning, coordinating, and conducting lifeguard certification courses that include CPR, First Aid, and AED training. My role involves delivering both classroom and in-water instruction, evaluating participant performance, ensuring adherence to Red Cross standards, and maintaining accurate training records. I create a structured and engaging learning environment while preparing candidates to respond effectively to aquatic emergencies, emphasizing prevention, surveillance, and rescue skills.

**Office Manager** 2020 - 2022  
HAIL Appraisals

Responsibilities included answering client phone calls, scheduling inspections based on the appraiser's schedule, researching and recording information for the appraiser, analyzing legal documents, inserting collected information into the appraiser's reports, filing reports and keeping them organized, and performing clear final inspections of properties.

**General Manager** 2017 - 2020  
Stoney's Seafood

Responsibilities included interviewing and hiring new employees, training new employees and registering them into the system, assigning designated work areas to employees and supervising each shift, placing bulk orders, accepting large deliveries, distributing checks to vendors, running payroll and distributing paychecks to employees, and ensuring the restaurant is sanitized in accordance with Health Department standards.