Kevin Kim

434-825-4946 * Fredericksburg, VA * kevkim622@gmail.com

Experience

Personal Coach   06/24-Present
River City Fit | Richmond, VA

As a Personal Coach at River City Fit, I designed and implemented personalized fitness programs tailored to clients' individual goals and needs, conducted comprehensive assessments to set realistic objectives, and provided one-on-one coaching to improve strength, endurance, and overall fitness. I also offered basic nutritional guidance, tracked and adjusted progress, and led engaging group fitness classes to foster a supportive community. Through education on exercise techniques, injury prevention, and proper equipment use, I ensured clients achieved their goals while delivering exceptional customer service and ongoing support.

Self-Contained Special Education Teacher (K-2)   09/21-06/22
Locust Grove Primary School | Locust Grove, VA

Duties included teaching general curriculum and adapted curriculum to students with special needs. Met with parents weekly and reviewed progress on a quarterly basis, sometimes more frequently. Needed to keep track of progress of each child's goals and if my team and I needed to make any adjustments when students were not meeting expectations. Met with superiors frequently to let them know how I was progressing. Led a small team and collaborated with them on a daily basis on how to go about our schedule. Maintained large sets of data points regarding the students' educational goals and presented the information on a bi-weekly basis to parents, teachers, principal, and/or vice principal.

Production Staff/ Quality Manager/ Developer   02/15 - 08/21
ILM Corporation | Fredericksburg, VA

Worked from bottom up to a management position within *4 years*. Directly influenced the day to day operations, which contained sensitive information. Communicated with both management and staff on Quality Assurance and Quality Policies. Worked on development of a Customer Relations Management system that was usable for sales staff. Coordinated with project managers to meet deadlines on projects and delegated tasks to members of the team. Cross-trained new/existing employees on procedural items such as working with excel spreadsheets and databases.

Keys:
- Maintained ISO certification as Quality Manager
- Introduced Salesforce as a viable option as a CRM

- Able to work with staff and managerial positions
- Helped ILM rollover to a new website and increase website traffic
- Helped ILM gain status as an Inc. 5000 company

Volunteer Leader   04/13 - 05/21
Younglife | Fredericksburg, VA

Duties included mentoring and discipling youth in both middle school and high school levels. Was in charge of team leader responsibilities and making sure the team was working to the best of their ability and as proficient as possible. Led weekly meetings with team members and appropriated tasks on a weekly basis.

Keys:

- Lead/counseled young teens to develop interpersonal skills
- Delegated responsibilities to other teammates
- Took charge of conflict resolution within groups of adults and young teens
- Created a community of teammates that were supportive, motivating, self-confident, and sensitive to others

Education

University of Mary Washington | Bachelor of Science in Sociology

- Graduated May of 2016

Designlabs UX Academy

- Graduated June of 2024

Skills

OS X | Windows | iOS | Networking | Microsoft Word/Excel/Powerpoint | Bookkeeping | HIPAA Certified | Leadership | Excel/Word/Powerpoint | Budgeting | ISSA Certified | User Interviewing | Prototyping | User Analysis | Front-end Web Development | UX/UI Design Processes

Skilled in individualized instruction and behavior management from experience as a Special Education Teacher, with a strong background in creating personalized fitness programs and motivating clients as a Personal Coach. Demonstrated expertise in data analysis and management through roles in a data management company, complemented by general skills in project management, time management, and

customer service. Proficient in utilizing technology and tools to enhance performance across various roles and deliver effective solutions.