ROBERT SMITH

Academic Coordinator/Dean

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Motivated Academic Coordinator/Dean with strong organizational and prioritization abilities. Core competencies include interpersonal awareness, establishing focus and attention to communication (written & oral). Instructor of career development exploration techniques, interpersonal skills, and time management techniques.

EXPERIENCE

Academic Coordinator/Dean

University Of Arkansas - 2015 – 2019

- Responsible for the planning, development, and execution of all academic events within the AMPD program.
- Assist with classroom instruction, with emphasis on guest speaking on case studies as they relate to the industry experience.
- Chair, Alumni Development and Recruitment committees.
- Developed and maintain a Mentoring Circle program with local industry executives for honor students.
- Coordinate/facilitate/chaperone study tours.
- Implemented and directed the first AMPD fashion show, proceeds benefiting student scholarships.
- Liaison with University Development to identify and seek external funding to support the AMPD program.

Academic Coordinator

Green Country Technology Center - 2010 – 2015

- Administered assessment tests and evaluated test results in order to discover the level of language and math skills.
- Attended professional meetings, wrote reports and maintained records.
- Planned vocational training that met the needs, interests, and abilities of students.
- Instructed students in areas such as personal-social skills and work-related attitudes and behaviors.
- Developed work opportunities that allowed students to experience success in performing tasks of increasing difficulty.
- Developed opportunities that taught work values, self-improvement, independence, dependability, productivity and pride of work.
- Taught academic skills to students.

EDUCATION

- Bachelor of Science and Business Administration in Marketing - 2008

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(University of Arkansas - Fayetteville, AR)

SKILLS

Customer Service, Communication Skills, & Punctuality, MS Office, Coordination, Communication