

Robert Smith

Activities Volunteer

PERSONAL STATEMENT

Driven and well-organized professional with 6+ years of experience. Passionate about developing new businesses and planning marketing strategies. Seeks to secure a position utilizing customer-friendly and interpersonal skills in assisting individuals.

WORK EXPERIENCE

Activities Volunteer

ABC Corporation - October 2013 - April 2014

Responsibilities:

- Acted as an assistant to residents on trips away from facility.
- Assisted in planning and execution of holiday activities and celebratory events.
- Performed administrative duties such as answering incoming calls, greeting visitors, and organizing files and documents.
- Directed fund raising activities and handled petty cash on behalf of the Activities Department.
- Required to keep residents engaged in activities games movies and sing along.
- Assisted with lunch and dinner in the dining room setting for the residents.
- Coordinate a variety of fun events to include crafts, movies, parties, shopping, camping, geo cashing, karaoke, community projects, and fundraising.

Activities Volunteer

Delta Corporation - 2008 - 2013

Responsibilities:

- In this volunteer position one had the opportunity of playing games with residents and assist with personal care of residents assist the activity.
- As a part of school service learning hours have assisted with multiple events and activities for the senior residents.
- Kept patients company, delivered mail, played games with them.
- Assisted the Activities Director in anything she may have needed extra help.
- Directed activities and assisted with patient needs.
- Coordinate a variety of fun events to include crafts, movies, parties, shopping, camping, geo cashing, karaoke, community projects, and fundraising.
- Worked with the elderly and disabled to provide joy in their days.

Education

Associate in Mass Communications - 2014(Chaffey College - Chino, CA)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Customer Service, CPR,
Childcare, Office
Equipment,
Interpersonal Skills.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)