

ROBERT SMITH

Adjunct Faculty

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SUMMARY

14+ years of experience as an Adjunct Faculty. Seeking employment in Graves County area. Overview of Qualifications I am a principled individual with a broad, proven skill set and perspective. I can lead (provide purpose, direction and motivation), manage (problem solve and bring resources to bear in the right place at the right time), team build (create, train, mentor and maintain highly productive and motivated organizations) and teach (provide quality instruction, classroom and hands-on training, capable in current classroom technology).

SKILLS

Excel, Word, Powerpoint, Research, Pages, Numbers, Keynote, Public Speaking, Critical Care, Management, and Research.

WORK EXPERIENCE

Adjunct Faculty

ABC Corporation - January 2007 – Present

- Teach online college-level courses in world politics, American government, American history and Asian history to students attending Kentucky community colleges.
- Setting up and updating blackboard computer site with materials that allow the student to learn and interact online.
- Providing guidance and direction to ensure understanding of the material presented.
- Monitoring site and keep students current on any changes and updates in the schedule.
- Teaching as necessary American history before 1865 and American history since 1865 and middle eastern studies.
- Developed sound management techniques to provide a productive learning environment.
- Experience using office machines including faxes, email, copying, Edison press, and multiple phone lines.

Command Information Center Operator

ABC Corporation - October 2005 – December 2006

- Provide instruction and supervision as required for us army personnel during execution of us armys mission command training program exercises.
- The program trains the armys leadership who are deploying with units into active combat and/or training missions in Iraq and Afghanistan.
- My work includes the set up of work cell/classrooms and preparation of materials to be presented.
- Presentation of training materials and practical exercises to ensure the support cell trainers are prepared to accomplish their combat training missions.
- Provide on-going support and de-conflict all tactical and support issues throughout the conduct of the exercise.

- Prepared, administered, and graded tests and assignments to evaluate students progress.
- As a lead operator in the command information center, I provide computer and audio-visual support for command briefings to the units senior leaders and provide training for the military audience.

SCHOLASTICS

- Master Of Arts - (College Of Naval Command And Staff, Naval War College - Newport, RI)-
(United States Army Command And General Staff College - Fort Leavenworth, KS)Diploma-
(Combined Arms Service And Support School - Fort Leavenworth, KS)