Robert Smith

Associate Adjunct Lecturer

CONTACT DETAILS

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PERSONAL STATEMENT

Candidate with experience in student services, administration, student enrollment management and program management looking for a university level position in educational administration.

WORK EXPERIENCE

Associate Adjunct Lecturer

ABC Corporation - September 2001 – March 2003

Responsibilities:

- Daley College, English Composition Taught a composition course that helped to develop critical and analytical skills in writing and reading of expository prose.
- Malcolm X College, Business Communication Taught a business communication course.
- The course entailed applications of the fundamental processes of communication in business and professional procedurals such as critical thinking.
- Applications ranged in a progressive series from basic listening to technical communication skills.
- Designed to assist students in producing an effective type of communication style with self-assured confidence.
- Instructing Beginning and Intermediate German courses. Providing lectures on German Culture.
- Time re-enforcing the students commitment to pursuing a college education.

Adjunct Lecturer

ABC Corporation - 1998 – 2001

Responsibilities:

- Courses taught English College Composition I and English College Composition II.
- Taught students rhetorical skills for developing fluency in academic discourse.
- Guided students through the processes of drafting, writing, and revision to develop language proficiency and critical thinking abilities.
- Arranged workshops and led students in the processes of library and Internet research for scholarly materials.
- Demonstrated and taught students to implement textual evidence in their scholarship.
- Taught students how to use MLA format and conduct research Created cultural, global, and social awareness through literary engagement and practices Partook in departmental cross-grading practices for final exam evaluations according to an assessment rubric..
- This is Dummy Description data, Replace with job description relevant to your current role.

SKILLS

Strong Time Management, Human Resources Leadership.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

MS in Leadership in Higher Education & Administration - 2007(Capella University - Minneapolis, MN)

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