ROBERT SMITH

Adjunct Professor

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SUMMARY

Adjunct Professor with 15 years in the public and private sector as an educator, therapist, and artist. Other professional experiences include administrative assistant, education coordinator, PR and Marketing, and international volunteer services. Possess excellent administrative, verbal communication and written skills. Conversant in Portuguese and fluent in Spanish.

CORE COMPETENCIES

Training & Development, Curriculum Development, Organizational Development, Human Resources, Leadership

PROFESSIONAL EXPERIENCE

Adjunct Professor

ABC Corporation - January 2005 – Present

Key Deliverables:

- Teaching assigned courses as specified in the schedule and course contact.
- Evaluating and selecting texts and instructional materials, preparing course materials and lesson plans.
- Providing students an approved syllabus that includes course objectives and learning outcomes, teaching methodology, attendance policies in line with those of the institution, texts and readings, assignments and deliverables, timelines and evaluation criteria.
- Using the institutions learning management platforms (TWEN, Blackboard, etc.) to post syllabus, assignments and other material and to communicate with students.
- Delivering course content using a variety of teaching styles and providing interesting and engaging assignments that demonstrate real-world applications of concepts covered.
- Maintaining records of enrollment and attendance, assessments and grades, submit class rosters and grade sheets by the deadlines established by the institution.
- Providing a classroom environment conducive to learning, establishing and maintaining classroom control.

Adjunct Professor

ABC Corporation - 2004 – 2005

Key Deliverables:

- Reviewed adjunct faculty handbook and/ or attend one or more orientation session(s) to become familiar with the institutions mission and teaching philosophy, policies and procedures and the learning management system.

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- Met with the Associate Dean for Academic Affairs as needed to discuss all aspects of the course including student progress and curriculum development.
- Adhered to University policies and guidelines in all matters concerning academics and student and staff conduct.
- Responsible for planning and presenting the material assigned for their courses, seminars or clinics.
- Established specific requirements and made them known to students.
- Recommended texts, graded examinations, and papers, submitted grades in a timely fashion and explained grades to students
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

EDUCATION

B.S. in Health Sciences - (University Of Nebraska - Lincoln, NE)Bachelor Of Engineering in Computer Science - (Bangalore University - Bangalore, Karnataka)Associates in Culinary And Hospitality Management - (Berkshire Community College Pittsfield - Pittsfield, MA)

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