ROBERT SMITH

Americorps Volunteer

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Dynamic, savvy professional offering successful leadership to advance business and nonprofit organizations. A record of accomplishment with a reorganization, direction, and stewarding of projects to generate results. Motivated achiever recognized for combining program excellence, integrity, and innovation with best practices while maintaining disciplined attention to achieving goals and objectives.

JANUARY 2011 – DECEMBER 2011

AMERICORPS VOLUNTEER - ABC CORPORATION

- Constructed 30 sustainable projects directed by the comprehensive plan, steering committee, and 15 organizations.
- Designed marketing materials including the website and a Village Seal.
- Researched and supported the formation of an angel-investing firm that has developed an industrial park with tenants with their initial $1.0 million investment.
- Negotiated pricing for a Village recycling program.
- Organized, recruited, and coordinated 30 volunteers while raising $17K in donations to sustain the program through 2014.
- Performed a pros/cons financial analysis of a TIF district to entice Dollar General, which opened a 9,000 square foot Dollar General store in March 2012 and employed eight.
- Established the Teutopolis business association and "shop local" campaign.

2007 – 2011

AMERICORPS VOLUNTEER - DELTA CORPORATION

- Tutored kids on computers both in the Early-Childhood and After-School Program using educational software.
- Instructed on the use of computer hardware such as scanners, printers, and other computer accessories.
- Introduced kids to computer programs such as Microsoft Word, WordPad, Notepad, Excel, PowerPoint, and many other functions.
- Monitored the childrens improvements through monthly evaluations.
- As part of the AmeriCorps NCCC-FEMA Corps program, served a 10-month commitment traveling the country assisting in disaster relief.
- The work was mostly administrative in nature as was based out of several federal offices.
- Taught independent life skills, provided service coordination, acted as liaison for MR clients in the community, planned, and implemented several services.

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EDUCATION

Masters of Business Administration in Economics - (Western Illinois University - Macomb, IL)

SKILLS

Fluent in written and verbal German, basic proficiency in Danish, basic proficiency with Microsoft Office, C++, MatLab, SolidWorks, and Abaqus.