

# ROBERT SMITH

## Assistant Cheerleading Coach

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Recent college graduate with a Bachelor's degree in English. Currently working full time while seeking an entry-level corporate position. Experience includes new employee training, customer service, managing a budget, meeting coordination, inventory management, and general office duties.

## EXPERIENCE

### Assistant Cheerleading Coach

#### ABC Corporation - 2008 - 2015

- Manage a 17 member co-ed cheerleading squad for both football and basketball programs.
- Work directly with the Head Cheerleading Coach and the Athletic Director to manage the budget and organize fundraising efforts for the squad.
- Organize and supervise practice, performances, and public appearances.
- Order and size uniforms as needed along with correspondence between visiting schools.
- Manage a \$5K+ budget for one of the largest squads in school history.
- Worked 15+ hours per week during the sports season.
- Maintain efficiency in practice while balancing focus between competition practice and game-time practice.

### Assistant Cheerleading Coach

#### Delta Corporation - 2004 - 2008

- Provide assistance to head coach, Brandon Roberts in the form of recruiting, training, and remaining up-to-date in regards to safety and legalities .
- Help team practice in preparation for cheering at football and basketball games.
- Maintain efficiency in practice while balancing focus between competition practice and game-time practice.
- Trained young girls in the safety of cheerleading while preparing them for competitions & games Designed choreography & conditioning exercises .
- Duties included Supervising Cheerleaders in day to day practices.
- Working with parents to ensure that their child was getting proper training and technique.
- Occasionally handle money transactions due to cheerleaders paying dues and also running concession stands during basketball season.

## **EDUCATION**

- Bachelor of Arts in English - (Birmingham-Southern College - Birmingham, AL)

## **SKILLS**

Microsoft Office, Receptionist, Customer Service.