

# Assistant Counselor

## ROBERT SMITH

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### Objective

To join an organization that offers a constructive workplace for communicating and interacting with customers and people. Maintaining contact with client referral sources.

### Skills

Problem-Solving Skills, Rapport-Building Skills.

### Work Experience

#### Assistant Counselor

**ABC Corporation** - June 2010 - September 2011

- To Help write and implement a weekly schedule for your camp group.
- Organized and lead a variety of small and large group activities each week.
- Identified and responded to camper behavior issues.
- Ensured that the site is kept clean, organized, and free of litter.
- Communicated with parents about participants experiences and report concerns to Camp Leadership.
- Assisted in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
- Assisted with the enforcement of policies and procedures of the recreational facility.

#### Assistant Counselor

**Delta Corporation** - 2009 - 2010

- Supervised preschool aged children.
- Responsible for ensuring child safety.
- Facilitated child recreational activities.
- Responsible for the care and safety of campers age 8-12 M-F in an 8 week summer camp.
- Watch and lead elementary age children in after school activities in an organized setting
- Positively redirect children who demonstrate inappropriate .
- Ensure program rules are followed by children in the program.
- Customer Service Answering telephone in a promptly and in an appropriate manner.

### Education

- (WINSTON SALEM STATE UNIVERSITY)