

# Robert Smith

## Assistant Counselor II

### PERSONAL STATEMENT

To operate a comprehensive assistance program providing information, counsel, advice and assistance to veterans, their families and dependents and to service men concerning services, assistance, or benefits to which they are entitled by law or otherwise, also directs and refers them to appropriate agencies for services, assistance and benefits.

### WORK EXPERIENCE

#### **Assistant Counselor II**

**ABC Corporation - June 2014 - August 2014**

##### *Responsibilities:*

- Monitored campers at all times to ensure safety and enjoyment.
- Assisted campers with any issues that may arise (accidents, lunch, etc.) Assist in guiding campers to and from classes, ensuring all campers are monitored at all times.
- Assisted with set up and teardown of activities.
- Oversee lunch and snack breaks.
- Served as a substitute in the absence of a counselor or instructor.
- Enforced the established rules and regulations for a summer youth camp in a fair, prudent and professional manner.
- Performed other duties assigned.

#### **Assistant Counselor**

**Delta Corporation - 2011 - 2014**

##### *Responsibilities:*

- Was a summer program assistant counselor in the TV multimedia production course at the Arlington Career Center.
- Supervised the students as well as instructed them on a variety of film techniques, storyboarding and the use of Adobe Flash and Photoshop and guided .
- Assist counselors on shift by searching for necessary reference and hotline numbers.
- Oversee walk-in counseling sessions to guarantee a safe environment and ensure proper procedures are implemented.
- Manage a variety of office tasks and schedule counselor shifts.
- Counseled teenagers that were at-risk in positive daily behaviors Participated in group and individual counseling on positive social skills .
- Transport clients from home to agency for group Assist counselor during group with clients Conduct home and school visits Supervise clients on agency .

### Education

- September 2009(Colonie Central High School - Albany, NY)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Patient Care, Healthcare,  
Administration,  
Customer Service.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)