

ROBERT SMITH

Lead/Assistant Counselor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To obtain a professionally fulfilling and personally rewarding job that will best utilize skill set and further guide path in becoming a Assistant Counselor. Provide disability-specific counseling in areas related to academic, personal and career goals and disability management.

CORE COMPETENCIES

Problem-Solving Skills, Rapport-Building Skills.

PROFESSIONAL EXPERIENCE

Lead/Assistant Counselor

ABC Corporation - May 2003 – July 2005

Key Deliverables:

- Enforced rules and regulations of recreational facilities to maintain discipline and ensure safety.
- Managed the daily operations of recreational facilities.
- Organized, lead, and promoted interest in recreational activities such as arts, crafts, sports, games, camping, and hobbies.
- Greeted new arrivals to activities, introducing them to other participants, explaining facility rules, and encouraging participation.
- Explained principles, techniques, and safety procedures to participants in recreational activities, and demonstrate the use of materials and equipment.
- Completed and maintained time and attendance forms and inventory lists.
- Interviewed and enrolled clients.

Assistant Counselor

Delta Corporation - 1998 – 2003

Key Deliverables:

- Supervise 26 female inmates Do count search for contraband data entry Give meds transport inmates use cuffs write DRs and CCs give report file .
- Worked as a cohesive team to supervise children and engage them in various activities.
- Worked with campers on the Waterfront by teaching them swimming and boating skills Responsible for the well-being of campers in cabin of eight during .
- Provided an exceptional and stable child care environment for children entering Pre-Kindergarten through seventh grade; ensured the physical .
- Assisted adolescence from ages 14-25 with their progress while in rehab Time management in day to day activities with each team Taught Life skills .
- Teaching the children the importance of their sense of wonder, self, and conservation of the natural world through horseback riding, mountain .

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- Assisted counselors.

EDUCATION

- (F. Douglass High School - Atlanta, GA)

