Robert Smith

Assistant Dean

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SUMMARY

Highly qualified Assistant Dean with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and would excel in the collaborative environment on which your company prides itself.

SKILLS

Public Speaking: Staff Management and Development.

WORK EXPERIENCE

Assistant Dean

ABC Corporation - 2007 – 2009

- Administered and implemented the student attendance and discipline programs.
- Assisted the Principal in the supervision and evaluation of instructional and non-instructional staff.
- Assisted the Principal in the supervision of all school programs.
- Assisted the Principal in providing leadership with teachers and team leaders concerning instructional programs.
- Provided academic and social counseling to first and second-year NOAH students.
- Conducted admission screening and interviewing for incoming NOAH (HEOP) applicants.
- Recruited prospective students at local and regional college fairs.

Assistant Dean

Delta Corporation - 2010 – 2011

- Oversee all federally funded TRIO programs for division.
- Responsible for supervising program directors, business manager, data coordinator, and staff assistants for division.
- Project management and creation and implementation of strategic initiatives were an essential part of this position.
- Supervising, mentoring and disciplining dormitory students through grade twelve Interacts with daily activities/lives of the students, building .
- Oversee Assessment, Enrollment Planning and Projection Model, Write and assist with TRIO Grant proposals and implementation of programs.
- Implementation of enrollment management database and communication systems for Admissions and Retention.
- Chengdu, Sichuan, China.

EDUCATION

Certificate in Education - (Penn State University)

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