

# Robert Smith

## Assistant Educator

### PERSONAL STATEMENT

Assistant Educator with 5 years of experience in Seeking to continuously update skills to meet or exceed DCFS licensing standards by attending outside workshops, in-service training, and seeking new ideas and materials via other sources.

### WORK EXPERIENCE

#### Assistant Educator

**ABC Corporation - February 2011 - December 2013**

##### *Responsibilities:*

- Participated in student advising; work collaboratively with other faculty in teaching and service.
- Regularly attended and participate in faculty meetings and retreats.
- Participated in student recruiting, admission/progression processes, and advising.
- Participated in inter-professional teaching/learning activities.
- Maintained knowledge of applicable curricular guidelines and curricular evaluation standards.
- Acted as a representative of the School of Nursing at activities as needed.
- Assisted in the development of program policies and procedures; and maintain professional expertise and academic expertise.

#### Assistant Educator

**Delta Corporation - 2010 - 2011**

##### *Responsibilities:*

- During the time period stipulated I voluntarily worked for 3 weeks/48hrs, as an assistant educator to students who were in preparation for school.
- They were mentors in the following area of English Language, Mathematics, Social Studies, Integrated Science, and Communication Task.
- Teach 23 classes of 4th-grade children in the Close Encounters school program.
- Close Encounters program is a six-week education program targeted to educate students early and build familiarity with art.
- Visit each school to prepare students for their learning experience in the museum and then do a final activity with students in their classrooms.
- Prepare art materials and responsible for restocking tour art activity sheets/projects.
- Aided primary educators in ensuring quality classroom lessons and procedures were followed, as well as facilitated parent communication.

### **CONTACT DETAILS**

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### **SKILLS**

Developing SKills, Good  
Communication Skills,  
Management Skills.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

**Education**

Diploma In Education