

# ROBERT SMITH

## Assistant Instructor/Coordinator

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To obtain a position where customer service skills can be put to use in order to increase customer satisfaction and help them succeed. To address student needs and resolve issues with diplomacy and tact.

## EXPERIENCE

### Assistant Instructor/Coordinator

#### HCPS - 2014 - 2020

- Handling payments from parents and deposit them.
- Inputting checks and money orders into Cayen payment system.
- Communicating fees due and balances with customers (parents).
- Ensuring all account balances are up to date and accurate.
- Distributing checks and money orders to designated personnel.
- Watching up to 20 kids at the same time grades k-5.
- Helping students complete homework accurately.

### Assistant Instructor

#### Delta Corporation - 2010 - 2014

- My role as an assistant instructor is to provide and/or relay adequate information to various students (including adults), in conjunction with .
- This can be a very meticulous job, though knowing that both the student and I will receive a knowledgeable benefit from each and every situation, it .
- Communicated with and instructed students in basic electricity, telephone systems, security systems, data cabling, fiber optics, digital video .
- Supervising and controlling kung fu activities and participants.
- Teaching kung fu techniques and competitive kung fu programs.
- Promoting a positive recreation environment and good personal behavior.
- Effective verbal and written communication.

## EDUCATION

- Biomedical - June 2015(University of South Florida - Tampa, FL)

## **SKILLS**

Typing, Computer , Computer, Communication, Customer Service.