

## Assistant Instructor I

# ROBERT SMITH

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## Objective

Teaches students effectively in assigned classes and maintains office hours for student consultation in accordance with procedures outlined in the County Community College Board Policy Manual and/or agreed upon with immediate supervisor.

## Skills

Organization, Time-Management, Positive Customer Interaction, Research.

## Work Experience

### Assistant Instructor I

**ABC Corporation** - 1999 – 2014

- Demonstrates prompt and regular attendance while assisting with supervision of students.
- Assists with student assessments, grading work and test, and collecting data on student progress.
- Locates, operates and returns equipment required for classroom activities.
- Assists in the ordering and inventory of classroom equipment and materials.
- Assists with school-wide supervision, such as loading/unloading buses.
- Performs other duties as assigned by appropriate administrator.
- Conducts small group or individual classroom activities based on lesson plans developed by the teacher.

### Assistant Instructor

**Delta Corporation** - 2010 – 2014

- MASTER YOOS WORLD CLASS TAE KWON DO - Noblesville, Indiana Selected Contribution Assisted students, young and older, with learning basic movements, .
- Taught English to Italian secondary school children.
- Teach children ages 3-16 self defense, sport style karate, good morals and character development Provide potential customers with information about .
- Developed and taught General Psychology courses.
- Syllabus development, graded examinations; student progress documentation; and supervised students on field assignments for an undergraduate class on .
- Assisted students with homework and test preparation Led classroom instruction in professors absence Proctored classroom exams.
- for youth karate) Taught beginning karate students and provided advice on training and practice Competed in tournaments Helped in kick-a-thon charity .

## Education

Bachelors of Arts in Education - (WESTERN GOVERNORS UNIVERSITY - Salt Lake City, UT)