# ROBERT SMITH

## Assistant Program Director

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Assistant Program Director with a track record of record recruitment and retention increases. Over eight years of higher education and corporate training background. Leadership strengths built upon rewarding others and leading by example. A reputation for building rapport and strong client relationships with successful outcomes. Professional who is has been a traveling national Higher Education Consultant who is willing to relocate anywhere in the USA for a challenging Director position.

## EXPERIENCE

### Assistant Program Director
**Oregon University System - 2012 – PRESENT**

- Responsible for running all operations of Oregon Tech Northwest Aerospace Program.
- Responsible for all Washington state satellite site operations including, purchasing, leases, delivery of distance learning and on ground academic programming and scheduling, student advising and faculty relations.
- Managing and developing the campus class schedules and work plans delivering around 50 courses per term.
- Leading the admissions outreach for the Oregon Tech Boeing engineering and composite program nationally.
- Implemented recruitment and advisement best practices showing over a 200% increase in applications and enrollments in the past year and still growing.
- Focussing on partnership opportunities with corporations, military and community colleges.
- Managing the training budget and for the northwest campus including vendor cost and faculty contracts, travel and all procurement and corporate credit card reconciliation.

### Assistant Program Director
**ABC Corp - 2010 – 2012**

- Responsible for marketing and event campaigns including institutional advancement campaigns.
- Served on the Oregon tech outreach satellite campus executive leadership team.
- Collaborated with the other executives members to continue to keep our engineering program as a top nationally recognized program with also maintaining strong trends of success overall for the entire program locally.
- Increased membership and member retention through relationship building and quality program offerings.

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- Organized and maintained personnel files and paperwork for up to 60 staff members.
- Created and maintained the facility schedule and organized leave paperwork for up to 60 staff members using Microsoft Office and Excel.
- Coordinated the by-weekly staffing needs; maintain professional relationships with various agencies and departments.

## EDUCATION

- MBA in Marketing - 2007(City University Of Seattle  - Bellevue, WA )BS in Business Administration - 2001(City University Of Seattle  - Bellevue, WA )

## SKILLS

Customer Service, Client Management, Client Relations, Organizational, SPSS, Internet Research, Curriculum Development, Coaching, Counseling, Microsoft Office, Quality Control, Crisis Intervention, Crisis Management, Research, Behavioral Management, Case Management, Group Facilitation, Coordinator