Robert Smith

Sr. Assistant Site Director

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SUMMARY

Motivated, personable and professional with years of working with both people and technology. Talent for quickly mastering technology both in a software and hardware level. Diplomatic and tactful with professionals and non-professionals at all levels.

SKILLS

Financial Analysis, Money Handling, Payment Processing, Educator, Filing, Scheduling, Computer Hardware, Medical Billing, Creative Writing.

WORK EXPERIENCE

Sr. Assistant Site Director

ABC Corporation - September 2011 – October 2013

- Worked side by side with Site Director for the YMCA Afterschool program at Pinon Elementary of grades K-6th.
- Created budgets for program as well as Purchase Orders.
- Made purchases for program that included everything from our internal paperwork, to materials for the children and food.
- Documented information on all activities.
- Acted as liaison with parents as appropriate.
- Provided educational, athletic, and entertainment activities for children.
- Assisted in creating proper educational, physical, and entertainment programs for children in graded K-6th.

Assistant Site Director

Delta Corporation - 2008 – 2011

- Supervised children grades K-6 in a wide variety of activities.(Arts and crafts, physical recreation and educational curriculum) Responsible for .
- Maintained open lines of constructive communication with parents and staff.
- Assist children with homework, projects and study for tests Maintain a healthy learning environment Make sure children are in a safe, clean .
- Responsible for assisting the Site Director with the supervision and management of the program, and for assuming full responsibility for the .
- Daily tasks include but are not limited to ensure programs and activities meet the State of Virginia licensing requirements and the accreditation .
- Prepare monthly reports for senior management and implement daily schedule and enrichment activities of the CK program.
- Manage site supervision of staff and communication with appropriate school personnel.

EDUCATION

GED in General Studies - 1996(Seminole State College - Sanford, FL)

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