

# Robert Smith

## Lead Assistant Site Director

### PERSONAL STATEMENT

To provide high quality comprehensive health care through effective and dynamic management and directing of one or more health centers. Provide additional supervision to post-doctoral fellows and/or other licensure supervision when appropriate and as time permits.

### WORK EXPERIENCE

#### **Lead Assistant Site Director**

**ABC Corporation - October 2012 - June 2013**

##### *Responsibilities:*

- Managed the daily operations of the practice plan which included medical, dental, pharmacy and health support services, as well as the facility.
- Was primarily responsible for all administrative staff and volunteer supervision/support.
- Helped the Director with resource management, coordination of programs and services and community relations.
- Directed and coordinated the health centers administrative operations and staff.
- Ensured the health center met all regulatory requirements including PCMH and Joint Commission.
- Worked collaboratively with the Leadership Team to implement best practices and systems that enhance the operations.
- Preserved and strengthened the centers financial position to ensure long-term sustainability.

#### **Assistant Site Director**

**Delta Corporation - 2007 - 2012**

##### *Responsibilities:*

- Supervise and provide support to 11 camp counselors during daily activities Communicate with parents about camper daily needs and counselor pairing .
- Played a key role in helping site director organize and supervise games/recreational activities to promote physical, mental and social development.
- Communicated effectively with children, peers, parents and directors to ensure smooth operations and eliminate potential issues before they could .
- Responsible for watching over the students Responsible for helping the students with their homework Responsible for elevating their learning skills.
- I interacted with the kids and planned group activities, I also prepared snacks and played group games.
- I learned how to plan my own clubs and activities, also I learned how to run my own site.
- Skills Used Leader ship skills and how to manage a site.

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Organizational , Project  
Management, Product  
Management,  
Interpersonal ,  
Illustrator, Ms Project,  
Scrum methodology.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## Education

MASTER OF BUSINESS ADMINISTRATION in Management and Finance  
- 2010(Northeastern University - Boston, MA)