

ROBERT SMITH

Associate Minister/Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Hewlett Packard IDSS division as a Customer Engineer. With a diverse background experience in both customer service and technology. A proven ability to work well in team oriented environments as a leader & manager. Vital part of major deployments/ system upgrades for the IRS, Home Depot, and other Fortune 500 companies.

CORE COMPETENCIES

Microsoft Word, Typing, Former Executive Assistant, Marketing Director.

PROFESSIONAL EXPERIENCE

Associate Minister/Manager ABC Corporation - 2008 – 2011

Key Deliverables:

- Counsel individuals and groups concerning their spiritual, emotional, and personal needs.
- Organize and lead regular religious services.
- Instruct people who seek conversion to the Christian faith.
- Prepare and deliver sermons and other talks.
- Collaborate with committees and individuals to address financial and administrative issues pertaining to the congregation.
- Devise ways in which congregation membership can be expanded.
- Perform administrative duties such as supervising the work of staff members and volunteers.

Associate Minister Delta Corporation - 2009 – 2012

Key Deliverables:

- Assisted the Pastor with in whatever capacity needed.
- Started and served in the Prison Ministry.
- Started position after graduation from college.
- Service Leader (responsible for conducting order of service before the message) Adult Sunday school teacher Adult choir director Organized a Friday.
- Children-Ballet Instructor Department of Recreation 2005.
- Am responsible for the 500 members of these churches with emphases in program, missions, and outreach.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

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History - 2012(Williams Baptist College)

