Robert Smith

Associate Pastor/Coordinator

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SUMMARY

Highly motivated Customer Facing Professional with over ten years of experience in sales, social media management, wireless telecommunications, call-center operations, team management, technical support, account billing, retail sales and general computer work. Possesses strong written and oral communication skill and strong presentation skills.

SKILLS

Sales, Social Media, Customer Service.

WORK EXPERIENCE

Associate Pastor/Coordinator

ABC Corporation - 2010 – 2011

- Provide support to the congregation and the Senior Pastor in service to the church and community.
- Handle pastoral and administrative duties including attendance, donations, production, guest relations, social media and teaching all ages.
- Initiated, organized and found resources for a church discipleship program.
- Created partnership forms and guidelines for members committing to the church.
- Direct and facilitate Childrens ministry lesson plans, services and volunteers.
- Developed, executed and maintain a long-term social media strategy using Facebook and Twitter designed to stimulate traffic.
- Direct production and creation of sermon podcasts and song lyric presentations.

Associate Pastor

ABC Corporation - 2007 – 2010

- Responsible for community relations, with a focus on education services.
- Provided birth to end-of-life counseling to a broad range of parishioners.
- Managed financial records and other administrative duties involved in operating a church.
- Communicated regularly with parishioners and community members with various belief systems.
- Regularly preached sermons to more than 100 parishioners.
- Planned and implemented events and fundraising activities for the church.
- Organized outreach programs involving community to help with economic needs.

EDUCATION

English - (Lehigh Carbon Community College - Schnecksville, PA)

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