

# ROBERT SMITH

## Vice President/Board Member

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

### SUMMARY

Over four years of successful outside sales experience with the proven ability to develop and achieve new business, build repeat business and establish long-term positive customer relationships at all levels. I have achieved many goals in my career now and would like to expand my career outlook.

### CORE COMPETENCIES

Journeyman Cement Mason, California Insurance Broker.

### PROFESSIONAL EXPERIENCE

#### Vice President/Board Member

ABC Corporation - 2007 – 2008

##### Key Deliverables:

- Assisted in overall evaluations and oversight of various schools to ensure academic implementation as well as quality of educational standards.
- Met with various Principals and Teachers to assess needs and provide necessary support.
- Met with Superintendent to ensure standards as well as positive working environments were met, and also to make sure policies and procedures were promoted and enforced.
- Attended various conventions workshops and trainings.
- Attended fundraisers and assisted in raising funds to support academic services.
- Presently serving as Foundation Board President serving as a member since 2007.
- To raise funds to assist teachers in projects that is not funded by the school board.

#### Board Member

ABC Corporation - 2002 – 2007

##### Key Deliverables:

- Academic support and Mentoring program implemented for two consecutive school years
  - Planned annual student recognition banquet and secured the donor assistance of several area businesses
  - Held role as Parent Relation Liaison for school matters
  - Created quarterly newsletters and marketing materials for distribution
  - Co-wrote grant for United Way that earned the program over [] Created Twitter handle used to target audience for volunteer opportunities
  - Approved new policies, sought new grant opportunities and recorded meeting notes
- TECHNICAL Microsoft Word Microsoft Power Point Microsoft Excel Adobe Illustrator Social Media Mac & PC Systems Erin Vincent Executive Director Ladies P.A.S.S
- | Columbia, MO Available upon request SOCIAL

### EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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- Masters of Education in Education - 2012(University of La Verne)