

# ROBERT SMITH

## Executive Board Member

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As an extremely dedicated, competent, compassionate individual as well as possessing an abundance of resources and which allows me to be a positive advocate for all walks of life as well as exhibiting a conscientious and meticulous work ethic with a keen eye for detail. My excellent communication and intervention skills have provided me with lasting, solid working relationships and I continue to welcome all learning opportunities presented to me.

## EXPERIENCE

### Executive Board Member

#### ABC Corporation - SEPTEMBER 1997 - JULY 1998

- Determined the organizations mission and purpose, select the executive, support the executive and reviewed his or her performance, ensured effective organizational planning, ensured adequate resources, and managed resources.
- Determined and monitored the organizations programs and services.
- Enhanced the organizations public image.
- Served as a court of appeal, and review the boards performance.
- Prepared for and participated in the board and committee meetings, including appropriate organizational activities, suggested agenda items periodically for the board and committee meetings to ensure the significantly policy-related matters were addressed.
- Counseled the executive as appropriate to offer support in his or her often-difficult relationships with groups or individuals.
- Exercised judgment with the board in the control and transfer of funds and read and understand the organizations financial statements and otherwise help the board fulfill its trustworthy responsibility.

### Board Member

#### ABC Corporation - 1992 - 1997

- I was the point of contact for outreach, and recruitment efforts for prospective students
- I was Hospitality Coordinator, Event Activities Manager and lead tutor in our Student Academic Enrichment program
- I mentored students to achieve high academic standards for educational and professional progression
- I tutored peers who had academic challenges in the areas of Math and Science
- I coordinated events, academic and recreational trips as well as in house meetings
- I helped organize Academic Excellence Workshops that teach collaborative learning techniques that help students with attaining higher levels of education past baccalaureate degrees, the

scholarship process, career advising and exposure to professional organizations that coincide with the students degrees

- I provided excellent customer service as I was the first point of contact for many prospective students.

## **EDUCATION**

- Master of Business Administration - (University of Phoenix - Portland, OR)

## **SKILLS**

Management, Community Outreach, Cashier, Customer Relationship Management, Marketing, New Product Development, Computer Hardware, Community Relations.