

Robert Smith

Business Education Instructor

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SUMMARY

Detail-oriented, enthusiastic team player whose commitment to excellence is only superseded by hard work. Strengths consist of being organized and meeting deadlines, a creative way of thinking, being well-read and well-spoken, working reliably under pressure, having outstanding retention skills, and considered easily adaptable to change.

SKILLS

Computer Skills, Interpersonal Skills, Communication, Data Entry.

WORK EXPERIENCE

Business Education Instructor

ABC Corporation - 1999 - 2000

- Responsible for educating high school students in computing for colleges and careers and administrative office technologies.
- Demonstrated, motivated, and managed over 150 students with learning Microsoft Office Suite, keyboarding, and office management skills.
- Supervises 21st Century Community Learning Center after-school program.
- Teaches academic business education courses for junior high and high school.
- Teach 6 classes in Business Education, and Keyboarding.
- Students have worked on Microsoft Word, Excel, Powerpoint.
- Instructing clients and assessing their aptitude for a 10-key calculator Instructing clients in computerized data entry.

Business Education Instructor

Delta Corporation - 1988 - 1999

- Responsible for educating high school students in computing for colleges and careers and administrative office technologies.
- Demonstrated, motivated, and managed over 150 students with learning Microsoft Office Suite, keyboarding, and office management skills.
- Supervises 21st Century Community Learning Center after-school program.
- Teaches academic business education courses for junior high and high school.
- Teach 6 classes in Business Education, and Keyboarding.
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EDUCATION

Master of Education in Training and Development - (Penn State University - Harrisburg, PA)