

ROBERT SMITH

Business Instructor/Executive

info@qwikresume.com | <https://Qwikresume.com>

Entrepreneur and Small Business Manager with an extensive career experience, in the areas of franchise management, administrative management, customer relations, public relations and marketing, publishing, graphic design, copy writing, public speaking and presentation skills, seeks a position that will utilize skills and experience.

FEBRUARY 2014 - FEBRUARY 2015

BUSINESS INSTRUCTOR/EXECUTIVE - ABC CORPORATION

- Assessed students knowledge and grasp of the course material with assignments and exams.
- Managed a classroom with up to 20 students.
- Substituted for other instructors as needed.
- Maintained a grade book for each course.
- Researched to find additional information and materials to supplement the established course curriculum.
- Prepare lesson plans and lectures to teach appropriate courses, evaluate and grade class work and assignments, keep accurate records of grades, communicate effectively and professionally.
- Developed creative curriculum and lesson plans for students with varying levels of English capability.

2012 - 2014

BUSINESS INSTRUCTOR - DELTA CORPORATION

- Taught Business Studies courses for Year-10 students preparing for the University of Cambridges International General Certificate of Secondary.
- Subjects covered include Introduction to Business, Finance, Accounting, Marketing, and Human Resources.
- Instructed assigned courses in accordance with course competencies # Developed and utilized a variety of instructional techniques and delivered.
- Provided instruction to over 200 students of the local and ex-pat community as a full-time faculty member.
- Designed class curricula and lesson plans, delivering tailored courses in Economics, Personal Finance, and Mathematics.
- Taught Medical Billing and Coding to over thirty students per course Taught Medical Keyboarding for over five years to over twenty-five students per.
- Also arranged tutorial sessions that would assist students who need additional assistance.

EDUCATION

B.A. in Speech Communications/Public Relations - (University of Texas - Edinburg, TX)

SKILLS

Microsoft Office, Customer Service, Adult Education, Mentoring.