

Robert Smith

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

Business Instructor

SUMMARY

Reliable, focused Administrative Professional with extensive and versatile experience in sales support, office management, and order processing. Works well within multiple levels of the organization to achieve smooth operations, advance common organizational goals and ensure customer satisfaction via accuracy and efficiency of work.

SKILLS

MS Office, type 85 wpm, 10key adding machine grant writer.

WORK EXPERIENCE

Business Instructor

EXCELLENCE IN TRAINING & EDUCATION - June 2009 - 2020

- Develop a comprehensive curriculum for ground and online courses.
- Clearly communicate learning objectives and carefully monitor student progress.
- Plan complex, challenging, and engaging lesson plans for students and fellow instructors.
- Ensure full compliance to college policies.
- Successfully trained new instructors and provide continuous supports to staff members.
- Proficient with LMS/Moodle, and all Microsoft Office applications.
- Prepared students in a professional manner so that they would obtain their ultimate career goals.

Business Instructor

Delta Corporation - 2006 - 2009

- Ensure and promote a safe environment Implement instructions Assist students in mastering content Assess student learning Inspire students to achieve.
- Instructs a variety of Business classes to adult learners including Professional & Career Development, Master student/employee, Intro to Project .
- Responsible for teaching business and general education coursework and assist in development of curriculum.
- Applied learning theory to the adult classroom from one-on-one to large groups through syllabi adjustments, course outcomes and student learning.
- Business Instructor NHS Glendale, WI.
- Shanghai, China Taught classes to over 20 students at a private business institute on a wide range of topics including human resources management, .
- Conducted on-line courses in Project Management, Business Development, Marketing, Management, Ethics, Business Communications, and MOS Offi.

EDUCATION

MBA in Management & Marketing - (Governors State University)