Robert Smith

Lead Campus Manager

CONTACT DETAILS

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PERSONAL STATEMENT

Over 16 years' office management experience. Developing and stewarding long term relationships with customers. In addition, Multi task oriented, very well organized.

WORK EXPERIENCE

Lead Campus Manager

ABC Corporation - October 2010 – March 2014

Responsibilities:

- Conducted coaching and cultivated development through regularly scheduled one on one sessions [.
- Conducted quarterly staff meetings for training in new policies and procedures, operational updates, classroom management tools, and for the purpose of educator feedback
- Observed educators in classroom in order to evaluate classroom management, adherence to curriculum and educational effectiveness
- Utilized initiative and sound judgment when responding to complex and difficult issues; amicably worked through to resolution for all administrative duties
- Monitored workload and prioritized accordingly; coordinated with staff to assess their needs for the day and assigned delegated tasks as needed
- Attended weekly regional phone conference call; tracked action items following directive given by regional manager, heed updates for processes and procedures and carried out follow through, evaluated and tweaked plans
- Processed information from daily reports if necessary, in order to successfully meet goals

Campus Manager

ABC Corporation - 2008 – 2010

Responsibilities:

- Chicago, IL Ran the ECSU branch of The Black Sheep online humor magazine as editor-in-chief.
- Responsible for approving, editing and posting articles to the website daily and completing assignments handed down from the corporate office.
- Led regular meetings of the 10-man staff and managed all social media for the publication.
- Jan.
- 2015- Dec.
- 2015.
- This is Dummy Description data, Replace with job description relevant to your current role.

SKILLS

CPR Certified, Campus Director.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

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