

ROBERT SMITH

Asst. Campus Supervisor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Obtain long term employment where can grow professionally, maximize organizational, technical leadership and managerial skills. Also, further enhance skills, knowledge and experience to face and overcome the challenges of today's changing work environment.

CORE COMPETENCIES

Management, Supervising, Microsoft Office.

PROFESSIONAL EXPERIENCE

Asst. Campus Supervisor

ABC Corporation - August 2003 – October 2007

Key Deliverables:

- Monitored student conduct in and around campus including bathrooms, hallways, and parking lots.
- Checked for appropriate pass of students found out of class during normal classroom hours.
- Checked for students leaving campus without checking out appropriately.
- Handled routine discipline problems as occur.
- Interceded in potential problem situations between students.
- Monitored the loading and unloading of students from buses.
- Recognized and reported any sign of unusual activities.

Campus Supervisor

Delta Corporation - 2001 – 2003

Key Deliverables:

- Monitored school facilities maintaining security, and deterring crime.
- Monitored school activities to ensure safety of students, and staff.
- Directed unauthorized visitors to leave campus.
- Assisted in keeping campus areas clean and in orderly condition.
- Routinely and randomly checked parking lots for violations of parking regulations.
- Reported all such violations promptly to administration.
- Supervised grades K-6 during breaks, and lunch hours.

EDUCATION

- Bachelors of Science - 1999(Bakersfield College - Bakersfield, CA)