

# Robert Smith

## Chaplain Candidate

### PERSONAL STATEMENT

Highly motivated business professional seeking a position that requires exceptional leadership skills, excellent team building capabilities and expertise in project management, sales, marketing, customer relations, and communication skills in creating integrated strategies to develop and expand the customer base. Goal oriented and ability to handle multiple tasks. Excellent communication (both written and spoken) and interpersonal skills.

### WORK EXPERIENCE

#### **Chaplain Candidate**

**ABC Corporation - March 2006 - September 2012**

##### *Responsibilities:*

- Provided emotional and spiritual support to approximately 1800 inmates and their families.
- Documented all pertinent chaplain and prison activity including vital information.
- Planned and led worship services, special fundraisers, and non-profit events for inmates Headed the following activities/events Leading Coping with Stress, Effective Communication, and Grief Education.
- Lead continuing education classes for staff, facilitating monthly grief support group meetings, and developed bereavement plans of care for families of deceased patients.
- Performed funeral and marriage ceremonies for all prison inmates.
- Provided pastoral services to both federal and state institutions, private agencies, local churches, and individuals by implementing policies that integrated the principles of Crisis Management, Grievance Counseling, & Anger Resolution programs.
- Handled the tasks of managing calendars, scheduling meetings, and filing expense reports Assisted with the coordination of the weekly and monthly meeting Organized and maintained file correspondence, systems, and essential records Responsible for coordinating department schedules and making appointments with guests Assisted in reviewing the plans and monitoring variances in the organization.

#### **Chaplain**

**ABC Corporation - 2001 - 2006**

##### *Responsibilities:*

- Provided pastoral and spiritual care with terminally ill patients and families.
- Worked with an interdisciplinary team.
- Rotated on-call for emergency pastoral care.
- Made regular community, nursing home, hospital and assisted living visits of patients and families.
- Provided bereavement care.
- Provided in-services on grief.
- Participated in annual memorial service..

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

MS Office Word, Excel,  
Excellent Listener, Good  
Communicator.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)

## **Education**

Bachelor of Arts in North Carolina - (Central Christian University)