Classroom Instructor

ROBERT SMITH

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Objective

Very motivated, dependable, determined person seeking to obtain a position in Business Office Specialist. Utilize current customer service skills, computer skills and business office education.

Skills

Customer Service, Educator, Janitorial.

Work Experience

Classroom Instructor

ABC Corporation - September 1999 – June 2011

- Adapt teaching methods and instructional materials to meet students varying needs and interests.
- Establish and enforce rules for behavior and procedures for maintaining order among students.
- Prepare, administer, and grade tests and assignments to evaluate students progress.
- Prepare materials and classrooms for class activities.
- Instruct through lectures, discussions, and demonstrations in one or more subjects, such as English, mathematics, or social studies.
- Establish clear objectives for all lessons, units, and projects, and communicate these objectives to students.
- Successfully coordinated and led programs and events that brought awareness and encouraged students and families.

Classroom Instructor

ABC Corporation - 1994 – 1999

- Teach the Drivers that have been out on the road for an amount of time the rules, laws, lifestyle changes, map reading, trip planning, load assignment reading, etc.
- to make sure they understand how to be a successful truck driver.
- Keep up on all the new laws and regulations coming into effect.
- Change with every driver to help in any way needed.
- Worked with a filing system, Microsoft Excel, Microsoft Word and Microsoft Power point.
- Set them up in the computer to upgrade past training.
- Evaluated the drivers to ensure they were safe on the road..

Education

Bachelor's - (SOUTHWESTERN ASSEMBLY OF GOD UNIVERSITY)

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