ROBERT SMITH

Classroom Instructor II

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SUMMARY

Skilled in purchasing and vendor relations. Demonstrated skill organizing and completing projects on time and within budget. Recognized as a creative and effective strategic planner and problem solver.

CORE COMPETENCIES

Staff Training, Customer Skills, Computer Skills.

PROFESSIONAL EXPERIENCE

Classroom Instructor II

ABC Corporation - May 2008 – September 2012

Key Deliverables:

- Responsible for preparing at-risk youth, ages, for the GED test as well as job readiness skills.
- Instructed all subjects on the GED test, including math, reading, science, social studies, language, and writing.
- Prepared daily lessons for in-class teaching as well as individual tutoring.
- Evaluated each client regularly to determine readiness for the GED test.
- Recruited and scheduled speakers from institutions of higher learning.
- Presented workshops on resume writing, interviewing skills, and job readiness training.
- Motivational skills instructor for low income clients Managed curriculum for specific client needs Maintained client records.

Classroom Instructor

ABC Corporation - 2006 – 2008

Key Deliverables:

- 34947 Established clear objectives for all lessons, units and projects.
- Managed classrooms of 18 to 27 high school students during the absence of their teachers.
- Adapted teaching methods and materials to meet students varying needs.
- Encouraged students to persevere with challenging tasks.
- Aended various staff meetings each month and served as contributor.
- Created lesson plans in line with state curriculum and school curriculum standards.
- Employed a broad range of instructional techniques to retain student interest and maximize learning..

EDUCATION

- Bachelor of Arts in Elementary Education - (Bethany College - Bethany, WV)

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