

# ROBERT SMITH

## Classroom Volunteer

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To obtain a Classroom Volunteer position where I can utilize my knowledge, values and skills to target the needs of an individual.

## EXPERIENCE

### Classroom Volunteer

#### ABC Corporation - SEPTEMBER 1999 - JUNE 2006

- Coordinated the yearly and daily activities for special events in the classroom and school.
- Worked all the time with students, parents and school Skills Used Coordination, Team Work, set a liaison between.
- Assisted Teachers in activities with students, Assembled/cut out art projects.
- Helped to set up for special occasions like performances and group activities.
- Volunteered in the classroom, assisted the classroom teacher with grading papers, read to students, and worked individually with children.
- Interacted with children while helping them complete their daily assignments in class.
- Assisted teachers with lessons and class preparations.

### Classroom Volunteer

#### Delta Corporation - 1996 - 1999

- As volunteer coordinator I was in charge of making things run smoothly between the parents, teachers and students.
- Did the clerical work behind the many field trips that was required by the school and district.
- Doing this alleviated much of the task from the teachers, giving them more time to spend teaching the students.
- As a parent volunteer spent hours helping in many capacities.
- Have planned parties; read books, listening to children read, and help them solve problems.
- When worked as an aide in the kindergarten class worked all day with two sets of students every Tuesday.
- The teacher relied on me to help with groups on that day.

## EDUCATION

- Bachelor's in Anthropology, specializing in Archaeology, - 1982(California State University - Chico, CA)



## **SKILLS**

Customer Service, Microsoft Suit, Lesson Plans.