

# ROBERT SMITH

## Communications Instructor

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Management, Natural problem-solving skills that create both practical and agreeable solutions that improve moral and consistently exceed organizational goals. Possess strong skills in organizational, interpersonal conflict management and multiple computer software programs. Team Building - Decisive team builder with extensive experience developing talent and creating effective training programs for Adults and youth.

### **JANUARY 2009 - 2013**

#### **COMMUNICATIONS INSTRUCTOR - ABC CORPORATION**

- Participated in ongoing faculty assessment and professional development activities to ensure an active and engaging classroom experience for all students; maintained required certification and license.
- Actively participated in meetings, review and analyze assessment data, compile reports, and meet academic and administrative deadlines.
- Ensured campus compliance with all federal, state, and regulatory bodies guidelines, along with internal policies of the company.
- Demonstrated knowledge of federal, state, and accreditation regulations applicable to the proprietary education industry.
- Demonstrated of highest levels of integrity and professionalism in all aspects, including appearance, demeanor, and attitude.
- Worked in an observation/coaching style environment.
- Prioritized, accepted responsibility, and work within deadlines.

### **2007 - 2009**

#### **COMMUNICATIONS INSTRUCTOR - DELTA CORPORATION**

- Teach public speaking, proper research, presentation techniques, and communication skills for three class sections, 60 students total Hold office .
- Lectured to adult learners in a virtual classroom.
- Taught communication and writing which used the components of the rhetorical modes in writing and the basics of research and case studies.
- Worked on communication skills with children in special education by utilizing symbols, manipulative aids and using various rewarding systems .
- Provide instructional and clerical support for students; developed lesson plans, organized schedules and provided one-on-one career counseling and .
- Taught university-level Communications courses on public speaking and presentation writing.
- Maintained current curriculum Taught Common Core Standards to Sophomores, Juniors, and Seniors Collaborated with history teacher on World History/.

## **EDUCATION**

MS

## **SKILLS**

Developing Skills, Communication Skills.