

ROBERT SMITH

Community Advisor

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SUMMARY

Looking to further my career in the social services field. Have over 4 years of experience with maintaining a caseload of clients with mental health symptoms and concerns and bring my experiences to a team environment, where we can all progress and grow.

SKILLS

Ensure Safety, Policy Violations, Crisis Management.

WORK EXPERIENCE

Community Advisor

ABC Corporation - August 2015 – May 2016

- Modeled a wellness lifestyle and taught residents about the seven dimensions of wellness social, physical, emotional, career, intellectual, environmental, and spiritual.
- Acted as a role model of appropriate behavior and enforce the policies with consistency and fairness.
- Assisted in the development of an academic environment and communicated academic support services to over 75 residents.
- Established and maintained an open relationship.
- Planned and initiated social and educational programs.
- Completed room inventories, reported problems, initiated maintenance requests, worked the front desk to check out equipment, organize mail, and answering questions.
- Performed bi-hourly rounds of the building weekly.

Community Advisor

Delta Corporation - 2010 – 2015

- Gather and compile information for reports; perform cash.
- Responsible for desk hours which results in extensive experience in customer service, answering phones, inputting information in Microsoft Excel, .
- Developed a sense of community by conducting programs and made individual students feel at home by communication and building friendships.
- Assisted residents transition to college life, helped in solving conflicts with roommates.
- Arranged social/educational floor programs, made bulletin boards to convey information about on-campus activities, social issues.
- Was a positive role model and a representative of UCM.
- Facilitated personal and academic growth of dorm residents and helped incoming students acclimate to MU.

SCHOLASTICS

- Bachelor of Science in Natural Resource Management and Planning - (University of Wisconsin - Stevens Point, WI)