

Robert Smith

Community Advisor

PERSONAL STATEMENT

Over 5 years As a Community Advisor experienced in customer service worker with uncanny ability to serve customers to meet the mission of the organization.

WORK EXPERIENCE

Community Advisor

ABC Corporation - January 2009 - May 2011

Responsibilities:

- Assisted first year students cope with their transition from high school to college in order to make it reasonably smoother and more socially active.
- Created and implemented learning-outcome programs targeted for first-year students to help them adjust to college and become more independent.
- Interacted with residents on a daily basis and when needed directed them to the right person or resource center on campus if needed.
- Responded to emergency situations.
- Wrote incident reports when guide post policies were broken, and when police or medical assistance was needed.
- Mediated roommate conflicts when escalated too high and recommended counseling services if needed.
- Helped organize tours of the residence hall during the open house.

Community Advisor

Delta Corporation - 2004 - 2009

Responsibilities:

- Supervisory position in Residence Life staff Responsible for building-wide safety and maintenance, in addition to RA responsibilities.
- Trained to offer service and leadership for assigned hall/building Work actively to develop and maintain a true sense of community.
- Managed 27 houses, two apartment complexes, and one residence hall Addressed crisis, confrontation, and policy violations in these areas.
- Advised residents and created a community in which staff, residents, and members of the Augustana community were able to connect -Conducted meetings.
- Promoted healthy choices for issues critical to college student success Academic, social Programming, and Counseling Market, develop and distribute.
- Served as primary resource in co-ed student housing for 48 first-year students, most of whom were athletes (Mens swimming, wrestling.
- Assisting residents with personal and academic concerns Encouraging the development of mature behavior among residents Maintaining an atmosphere.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office, Incident Reports, Special Events.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Bachelor of Science in Pre-Physical Therapy - (Northern Illinois University - DeKalb, IL)