

ROBERT SMITH

Community Advisor

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Highly organized, self-motivated, analytical thinker with strong communication skills, Dependable employee bringing experience, and a willingness to take on added responsibility to meet tight deadlines. An enthusiastic team player with a strong work ethic and advanced complex problem-solving skills.

JULY 2014 - AUGUST 2015

COMMUNITY ADVISOR - ABC CORPORATION

- Maintained a professional manner with all residents, vendors, contractor, and coworkers.
- Reported maintenance concerns in accordance with Company policy and procedure.
- Assured safety standards are used which comply with all Company guidelines.
- Completed time worked records in a timely manner.
- Followed established Company policies and procedures. Arrived to work as scheduled and prepared.
- Prepared work schedules and lists of assignments/duties for employees.
- Oversaw and organized the leasing paperwork for residents living in the apartment complex.

2010 - 2014

COMMUNITY ADVISOR - DELTA CORPORATION

- Planned Interactive Community Engagement Nights every week to build a stronger community within residents at the residential hall Participated in.
- Oversee students living in the residence halls and maintained a healthy environment within.
- Job requires advising for twenty-three residents and planning programs each month - Development in communication skills, leadership, time management.
- Supervised 15 staff members Refreshed training program for new staff members.
- Assessed and responded to the needs of over 50 residents on the assigned floor of residential housing, planned and implemented educational, social.
- Was a Community Advisor, helping to localize and tweak our digital product to a western audience.
- Worked hard to facilitate a positive and interactive relationship with our global community and our internal development team with my language skills.

EDUCATION

Bachelor of Science in Science and Information Technology - (The University of Southern Mississippi - Hattiesburg, MS)

SKILLS

SPSS, Microsoft Office, Program Evaluation, Data Analysis, JMP.