

ROBERT SMITH

Community Engagement Specialist

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SUMMARY

Community Engagement Specialist, serve as an initial point of contact for customers, patients, vendors, and partners. Educate customers and visitors regarding company services and products.

CORE COMPETENCIES

Microsoft Office, Customer Service, Data Entry, Computer.

PROFESSIONAL EXPERIENCE

Community Engagement Specialist

ABC Corporation - January 2015 – July 2015

Key Deliverables:

- Reported daily to the Community Engagement full-time staff (GirlSpace Program Manager & Program).
- Attained assigned membership goals through the recruitment and retention of membership.
- Attended appropriate community events (when required).
- Cultivated community collaborations in identified areas.
- Maintained reporting documents, statistics, as requested.
- Supported ongoing fund development efforts of the Council.
- Worked directly with girl members to implement programs.

Community Engagement Specialist

Delta Corporation - 2013 – 2015

Key Deliverables:

- Created an opportunity for reporters to mingle with the community leaders they reach out to on a daily basis with AL.coms News and Schmooze Gave .
- Lead and coordinate community engagement and education efforts related to Mental Health, Substance Abuse, and Intellectual/Developmental Disabilities.
- Pre-screen individuals seeking placement in the program.
- Assist clients with obtaining resources for health care.
- Enter client information into a variety of databases.
- Participate in Mercer County Drug Court Treatment Team meetings Attend training on a regular basis to adhere to grant requirements Provide services .
- Designed and facilitated beginning-level computer classes for Virginia Tech employees Developed display boards and handouts for community outreach .

EDUCATION

- Associates in General Studies - (Wilbur Wright College - Chicago, IL)