Robert Smith

Community Outreach Coordinator/Executi

CONTACT DETAILS

1737 Marshville Road,
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PERSONAL STATEMENT

More than fifteen years of professional office setting, Legislative bills, Lobbying and customer service experiences. Exemplify leadership qualities and professionalism, backed by a consistent, verifiable record of achievement. Recruited over 70 children a week for Charter Schools. Founded Grandmas for Charter Schools.

WORK EXPERIENCE

Community Outreach Coordinator/Executive

ABC Corporation - August 1996 – March 2009

Responsibilities:

- Developed and implemented, activation plan for new outreach opportunities.
- Developed a resource guide of marketable service areas/ properties and surrounding community-based organizations, service agencies, churches, schools, and senior centers.
- Maintained a thorough knowledge of healthcare programs and community resources.
- Provided content for articles featuring senior centers in Upper Manhattan and the Bronx marketable neighborhoods for publishing in the EmblemHealth Annual Report
- Developed, planned and managed all aspects of the Storks Nest Program, a registered/trademark national program.
- Provided creative input on national newsletters, press releases, and brochures distributed by the March of Dimes to potential participants, donors, and others.
- Developed and maintained partnerships with childrens hospitals and non-profit organizations that support.

Community Outreach Coordinator

ABC Corporation - 1995 – 1996

Responsibilities:

- As the community outreach coordinator, I was responsible for planning educational endeavors for our students as well as community functions.
- Also wrote grants as well as worked with the students and their families to help make positive changes in their lives.
- I had the privilege of helping hundreds of students advance their education and experience the joy of traveling and other activities that they may not have otherwise been able to experience.
- Was also able to help the parents of the students broaden their horizons by developing and implementing activities and classes designed to help parents.
- Skills Used In order to to succeed in this job.
- Utilized my organizational skills as well as my interpersonal skills.
- Was also ultimately able to utilize my knowledge of the educational system and tap into my vast knowledge of sociology..

SKILLS

Microsoft office, CalOms, PowerSchool.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

B. A. in English - (State University of New York, College at Oswego - Oswego, NY)

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