

Robert Smith

Community Outreach Manager

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SUMMARY

Seeking a position within an organization that values an individual that can provide an extraordinary record of generating new accounts, exceeding sales targets all while maintaining a set budget, and providing genuine and enthusiastic customer service. Qualities and Achievements: Ability to build a strong rapport with both clients and co-workers.

SKILLS

Personnel Management, Microsoft Office, Internet, Client Interaction, Scheduling, Chart Maintenance, Telephone Communication, Multitasking, Self-starter, Animal Handling, Social Media.

WORK EXPERIENCE

Community Outreach Manager

ABC Corporation - January 2015 - 2021

- Attended fairs, festivals and events as the representative for the shelter and manage the volunteers that participate.
- Spoke at meetings and events to educate local companies and groups of up to 600 people about the shelter and animal welfare in general.
- Represented the Houston SPCA on the radio and TV to spotlight animals or share news stories and shelter events.
- Developed and managed the Houston SPCAs birthday party program.
- Coordinated with websites and news outlets to share up to 20 adoptable pets each week.
- Photographed and recorded video for various features and outlets including local and international news organizations.
- Managed and improved the Houston SPCAs social media presence by identifying and sharing compelling stories about the animals in our care.

Community Outreach Manager

Delta Corporation - 2011 - 2015

- Supervise all aspects of annual fundraising event raising more than \$1 million repeatedly (more than doubling any of my predecessors successes) .
- Worked with girls grades K-12 in in-school, after-school, detention centers and summer programs.
- Taught them programs on health and wellness, conflict resolution, building self esteem and STEM.
- Helped them enhance their social skills.
- Privileged to work with several school districts in Miami, Montgomery, Clark, Preble, Shelby and Darke counties.
- Developed training programs for real estate professionals and buyers on selling/buying HUD REO properties; Designed training materials to promote.
- Successfully manage a team of five Outreach Representatives Responsible for selecting locations for recruitment events Develop strategies to guide .

EDUCATION

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