

# ROBERT SMITH

## Community Outreach Worker

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

Seeking a challenging opportunity where to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally.

## EXPERIENCE

### Community Outreach Worker

#### ABC Corporation - JULY 2010 - DECEMBER 2011

- Educated community members about research study opportunities available at the University.
- Recruited participants for various research studies; administer consent forms and Health Street Intake forms.
- Communicated research study options that participants qualify for based on health screening.
- Scheduled study appointments, make follow-up calls, and track participants through the study process.
- Arranged transportation to facilitate study enrollment.
- Collected data on all services and referrals provided. Attended health fairs and other community events.
- Provided health education, services and referrals for medical and social services.

### Community Outreach Worker

#### Delta Corporation - 2006 - 2010

- Under general supervision, coordinates the day to day activities of a program providing community outreach services designed to build awareness.
- Responsible for providing outreach services to specific populations in the Southwest Detroit area.
- This involved providing information, referrals, non-clinical consultation, and/or case management on specific health issues.
- Teaching sexual education workshops to high school students, facilitating group discussions, community outreach.
- Social media networking and writing/editing informational articles for organizations online blog.
- Responsible to check in and check out children who attended The Fresh Air summer camps.
- Oversee childrens bus departures to host families and keep records of visits.

## **EDUCATION**

- Bachelor's in Social work- (St. Louis Community College - St. Louis, MO)

## **SKILLS**

Receptionist/Data Entry Clerk, Community Outreach, Microsoft Office Products.