

# Robert Smith

## Community Outreach Worker

### **CONTACT DETAILS**

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### **PERSONAL STATEMENT**

A fast learner professional with over 6 years' experience in servicing humans. A friendly professional with proven ability to be timely, a team player, manage others, as well as follow directions who consistently receives positive feedback from managers, co-workers, and the community.

### **WORK EXPERIENCE**

#### ***Community Outreach Worker***

**ABC Corporation - September 2005 - September 2006**

##### *Responsibilities:*

- Researched all Continuum Care programs throughout the country and developed a user-friendly datasheet used to develop the Kalamazoo County Continuums 10 Year Plan to End Chronic Homelessness.
- Developed relationships with all homeless housing organizations in the Kalamazoo area in order to host focus groups with consumers to incorporate their needs into the plan.
- Organized and facilitated eight focus groups with consumers of housing services.
- Ultimately meeting and detailing the needs of over 300 service clients; taking the qualitative data gained and turning into quantitative data sets that could then be used within the grant application.
- Attended all Continuum meetings, recording minutes, making copies, and distributing all Continuum information that was allocated to the group from Housing Resources, Inc.
- Built community relations within the State of Michigan and the United States.
- Completed training programs in specialty areas for staff and identified consumers.

#### ***Community Outreach Worker***

**Delta Corporation - 2001 - 2005**

##### *Responsibilities:*

- Conducted pre-screenings for potential clients.
- Participated in case conferences, staff meetings, and training sessions.
- Liaised between Case Manager and Clients.
- Provided support and advocacy.
- Distribute flyers to people in the most criminal environments
- Accomplishments Sometimes I was the leader of different groups and I helped everyone.
- Skills Used My patience skills because I know that everyone learns at a different pace.
- Served at-risk youth on the Westside, creating and conducting professional and career training programs.

### **SKILLS**

Microsoft Office, Google Office, Interpersonal, Retail, Working With The Public.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

## Education

BS in Political Science, Environmental Science, and Women's Studies  
- 2002(Western Michigan University - Kalamazoo, MI)