

Robert Smith

Community Outreach Worker

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SUMMARY

To obtain successful employment with a company that will allow me to grow with them, and allow myself to be open to new opportunities within the company.

SKILLS

Microsoft Office, Public Speaking, Treatment Plans, Health Information.

WORK EXPERIENCE

Community Outreach Worker

ABC Corporation - June 2004 - January 2009

- Conducted outreach and education sites in community facilities for families and children.
- Participated in arranging meetings and recruiting speakers to inform the community about program goals.
- Participated in gathering community data to assess program effectiveness, increased or additional service needs, and community resources.
- Established and maintained collaborative working relationships with community resources.
- Facilitated summer program activities for at-risk youth.
- Monitored and documented behavior during program sessions.
- Coordinated with Youth Squad of Police Department and Harrison High School to identify students at risk Conducted programs for community education.

Community Outreach Worker

Delta Corporation - 2002 - 2004

- Faxing, filing, copying, answering phones, and monthly reports.
- Loaded and unloaded semi-trucks of letters and packages on a continuous basis, pushing up to 1500lbs.
- Sorting letters and packages to the correct zip codes.
- Ensuring that the trucks were reloaded and back on the road at their scheduled times.
- Gathered and analyzed cultural, educational, social, and demographic data about the community to guide local program development.
- Special Projects/Fund Raising Implemented presentations on substance abuse to women in homeless shelters, juvenile detention centers for girls, .
- Coordinated recreational activities for families at the Young Mothers Program.

EDUCATION

MASTER OF ARTS in Sociology - (TEXAS SOUTHERN UNIVERSITY)