

# Community Resource Coordinator

ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

## Objective

Having over fifteen years of corporate event planning, fundraising, community planning, municipal community development, marketing, advertising, and sales experience. Enjoy work that directly impacts a community, individual, or family. Especially enjoy talent or music promotions, concert promotions, and event sponsorship sales.

## Skills

Sales, Management, Clerical, Operations.

## Work Experience

### Community Resource Coordinator

**ABC Corporation** - February 2006 - February 2011

- Held responsibility for the program and fiscal management of Firestone Community Resource Program.
- Developed funding sources, coordinated capital improvement/construction projects, directed public relations/events, led community meetings/training, organized sports/recreational programs, and oversaw human resource functions including recruitment, training, team building, and supervision.
- Recruited, trained, and managed volunteers.
- Managed \$8M community resource budget and administered \$1M+ in total grants.
- Coordinated and participated in town economic development activities, promoting local businesses, safety, and public works programs including Boy Scouts, events, sister cities, recycling program, and emergency preparedness with the Department of Homeland Security.
- Participated in strategic and long-range planning of parks/trails systems including natural resource planning and management.
- Drove volunteerism, providing opportunities to build communities, strengthening the departments image, and promoting the ethic of volunteerism.

### Community Resource Coordinator

**Delta Corporation** - 2002 - 2006

- Provided workforce development services to offenders under the supervision of Parole & Probation Contacted the employer community through .
- Created and maintained community partnerships through organized and creative outreach to agencies, businesses and schools.
- Recruited mentors and volunteers whilst implementing effective systems of mentor and volunteer training and management.
- Connected high school students with resources and developmental opportunities, including community service events, job fairs, career panels, .
- Assisted adults with developmental disabilities in becoming more independent within their own community through Person-Centered Planning.
- Coached customers on health, financial, relationship and recreational skills.

- Employee of the month, three promotions Skills Used Independence, initiative, patience, compassion, resourcing, teaching.

## Education

Bachelor of Science in Natural Resources/Commercial Recreation & Tourism Planning -  
(Colorado State University-Fort Collins, CO)