ROBERT SMITH

Community Resource Coordinator

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SUMMARY

Excellent research, time management, and problem-solving skills. Highly organized with the ability to manage multiple projects and consistently meet deadlines. Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.

SKILLS

Microsoft Office, Adobe Photoshop, Customer Service, Computer, Lotus Notes, Outlook, Power Point, Photoshop.

WORK EXPERIENCE

Community Resource Coordinator

ABC Corporation - February 2013 – October 2014

- Assisted businesses with pre-screening applicants for positions by reviewing applications, conducting interviews/references, or scheduling interviews.
- Coached participants on job search, interview skills, etc.
- Created and maintaining participant/prospective participant files.
- Developed individual goals and employment/activity plan with participants, applying information from previous assessments, case notes, etc.
- Entered information into Goodwill database Efforts to Outcomes (ETO).
- Facilitated online assessments and assisting participants with other assessment tools.
- Followed up with participants and/or work sites following employment placement.

Community Resource Coordinator

Delta Corporation - 2009 – 2013

- Determines range of services needed and develop a plan of care Provide person-centered assistance to members of the frail elder community Document .
- Recruited potential volunteers through local media and community presentations Organized and conducted regular volunteer trainings in accordance with .
- Initiated, organized, and followed tasks through to completion Planned and coordinated group meetings Attended School Based Risk Reduction Program .
- Created an extensive mentor and academic tutor programs Established and developed organizational policies and wrote the training manuals and .
- Oversaw operations of resource center and organized both resource and career fairs Referred consumers to potential employers Established and .
- Coordinated services for individuals supported.
- Realities Program and according to the needs of the assigned customers monitored all aspects of home management and community .

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SCHOLASTICS

- Culinary Arts - (Summerville High School)

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