

Continuing Education Instructor

ROBERT SMITH

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Objective

Over 6 years of experience as a Continuing Education Instructor responsible to teach and work with Recreation and Leisure and/or Continuing Workforce development courses.

Skills

COE Instructor, Lesson plans, Curriculum development.

Work Experience

Continuing Education Instructor

ABC Corporation - 1993 – 2005

- Maintained Equipment and ensured proper storage and security of supplies.
- Maintained student discipline through effective classroom management.
- Maintained a safe and orderly learning environment.
- Maintained accurate attendance records.
- Maintained accurate records of student work and attendance.
- Maintained cleanliness of the class/grounds/lab area.
- Maintained communication with course committee instructors and participates in instructional discussions.

Continuing Education Instructor

Delta Corporation - 2011 – 2013

- The course received excellent student reviews and had a wait list.
- Developed curriculum for the Healthy Lifestyles continuing education class.
- Clearly communicated objectives for all lessons, units and projects to students.
- Instructed students of various backgrounds and learning styles by employing a variety of instructional resources.
- Former Contract Instructor of Durham Technical Community College and Vance-Granville Community College Continuing Education and Corrections Education.
- Instructed in the areas of ServSafe, Nutrition, Menu Planning, Food Production, Cost Control, Leadership, Culinary Arts Techniques, and Natures.
- Responsible for teaching courses within the Continuing Education Department on an as-needed basis.

Education

Bachelor's in Management - 1974(Mid Suffolk School Of Practical Nursing / BOCES - Yaphank, NY)