

# Robert Smith

## Credit Counselor/Counselor(High School)

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### SUMMARY

Counselor (High School) provide a comprehensive counseling program that supports student academic, social, physical and personal career development in a secondary school setting, Accomplished through planning and preparation, maintaining an educational environment, teaching academic and life skills, and providing professional responsibilities to our staff, students, and parents.

### SKILLS

Analysis skills, Excellent Technology Skills, Work a Flexible Schedule, Teaching

### WORK EXPERIENCE

#### Credit Counselor/Counselor(High School)

ABC Corporation - January 2001 - July 2002

- Implemented or assisted in implementing a safe school climate that results in academic and personal success for all students.
- Adhered to all district policies and procedures.
- Supported the district's mission, vision and values.
- Provided guidance to help students cope effectively to personal, social, academic, and family concerns.
- Supported the total need of each student (educational, personal and social), encourage maximum growth and development.
- Arranged student intake meetings, Arranged student shadowing opportunities and work with families to set up tours of the building.
- Able to present on relevant topics in a classroom setting.

#### Credit Counselor

Delta Corporation - 2000 - 2001

- Collected payments and offer assistance to help customers.
- Worked with individuals seeking financial relief from credit card debt.
- Negotiated lower interest rates put in place, clients were able to get an affordable monthly payment which allowed them to pay down their debt .
- Reviewed debt obligations, including an analysis of the credit report, if available and provide recommendations to help them cope with creditors.
- Consulted and coordinated with staff, parents, and community resources.
- Assisted in implementing on-site crisis intervention/management plans.
- Consulted and collaborated effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs.

### EDUCATION

High School - (Trocaire College - Buffalo, NY)