ROBERT SMITH

Director Assistant III

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SUMMARY

Excellent client and project management skills. Action-oriented with strong ability to communicate effectively with technology, executive, and business audiences. Creative professional who is highly energetic.

CORE COMPETENCIES

Strong Presentation Skills, Process Improvement.

PROFESSIONAL EXPERIENCE

Director Assistant III
Break Free Community Center - May 2011 – 2020

Key Deliverables:
- Learn to communicate with people and be more outgoing when it comes to talking and working with people.
- Breakfree helped with communication skills it has helped with marketing skills from marketing our classes and different clothes that we sell.
- Received high remarks for the creativity of classroom lesson plans and instructional techniques from students, parents, and faculty.
- Created and enforced a child-based hands-on curriculum to promote student interest and receptive learning.
- Delivered exceptional service by greeting and serving customers in a timely, friendly manner.
- Consistently adhered to quality expectations and standards.
- Operated multiple computer programs using Excel, Microsoft Word, and PowerPoint.

Director Assistant
ABC Corporation - 2009 – 2011

Key Deliverables:
- Assisted the director in the office by filling out of all the forms for the students.
- Distributed school-related papers to all the classrooms.
- Cut and copied the necessary materials as needed by the teachers for their class activities.
- Laminated all the art projects for the teachers.
- Answered the phone and took messages regarding registration for prospective students.
- Assisted temporarily as a teacher in any of the classrooms when in need of adult supervision.
- Guided the parents to know their way navigating around the school, for school-related events..

EDUCATION

- GED - 2013(HCC - Houston, TX)