

ROBERT SMITH

Director of Volunteer Services

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Fifteen years of healthcare experience focusing on volunteer management, development, event management, and program development in acute care, ambulatory, long term care, and community benefit settings.

CORE COMPETENCIES

Problem Resolution, Conflict Resolution, Supervisor, Office Management.

PROFESSIONAL EXPERIENCE

Director of Volunteer Services

ABC Corporation - December 2003 – May 2016

Key Deliverables:

- Reported to Vice President of Development.
- Managed a volunteer corp of 750+ individuals across a diverse health system.
- Promoted from Coordinator to Director in 2009.
- Created annual goals, objectives, and budget and made recommendations to reduce costs.
- Served as liaison between management, clinical staff, and the community.
- Cooperated with other health-related agencies and organizations in community activities.
- Actively maintained up-to-date knowledge of applicable state and federal laws and regulations, with a 100% success rate.

Director of Volunteer Services

Delta Corporation - 2000 – 2003

Key Deliverables:

- Manage all aspects of the volunteer program.
- Responsible for recruitment, screening and placement of special skilled and operational volunteers and interns.
- Responsible for handling all administrative tasks and assisting marketing department with community outreach and development of partnerships through .
- Coordinated free medical care, specialty medical care and mental health services for low-income, medically uninsured adult residents of DuPage County .
- Supervised more than 150 volunteers and one employee Organized the opening of a gift cart in October 1998, which has since grown into a self-.
- Established a new volunteer program for the nursing facility.
- Grew volunteer base through public speaking, direct email and email marketing campaigns.

EDUCATION

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- Master of Science in Health Administration - (Saint Joseph University - Philadelphia, PA)