

ROBERT SMITH

Director of Volunteer Services

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SUMMARY

A highly skilled communicator, creative artist, effective counselor, and multi-talented strategic leader. Armed with a degree in advertising art, counseling, and psychology, skilled in the execution of all levels of communication. Effective in multiple methodologies, and processes for implementing strong working relationships.

SKILLS

Microsoft Office, Grant Writing, Public Speaking, Partnership/Collaboration, And Board Development.

WORK EXPERIENCE

Director of Volunteer Services

ABC Corporation - January 1991 – March 1995

- Cultivated positive relationships with the community through public relations campaigns.
- Managed the editorial content, design, and distribution of the external company newsletter.
- Researched, negotiated, implemented, and tracked advertising and public relations activities.
- Organized/conducted public appearances, lectures, exhibits to increase community awareness.
- Generated capital by planning/coordinating 501c3 fundraisers and securing volunteer investments.
- Created public art exhibits for community consumption (internal & external).
- Worked with sales staff/composing/outside clients/vendors to deliver polished final products.

Director of Volunteer Services

Delta Corporation - 1990 – 1991

- 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-
- Victory Mission Director Of Volunteer Services 9 Years Obtained, placed and developed systems for organizing volunteers to assist the organization .
- Coordinated volunteers, practicum students, and community service participants at 5 locations.
- Developed policies and procedures for the recruitment, screening, training and utilization of "unpaid staff." Developed job descriptions for all .
- Recruited, trained, counseled, supervised and matched volunteers with hospice patients to provide socialization, companionship and respite services; .
- Managed and enhanced all organization wide volunteer recruitment needs including, but not limited to screening, training, retention, scheduling, .
- Increased volunteer numbers by 1000% from 5 to 50 fully trained volunteers in the first six months by utilizing new recruiting strategies, improved .

SCHOLASTICS

- Associate of Applied Science in Commercial Art and Advertising - (Texas State Technical College - Waco - Waco, TX)