

# ROBERT SMITH

## Director of Volunteer Services

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

---

### SUMMARY

Experienced professional with expertise in interpersonal communication, team building, community outreach, and organizational management. Fifteen years of excellent customer service experience working for large corporations.

### CORE COMPETENCIES

Microsoft Word, Project Management.

### PROFESSIONAL EXPERIENCE

#### Director of Volunteer Services

**ABC Corporation - October 2003 – October 2007**

##### Key Deliverables:

- Established and maintained relationships with other agencies and organizations in the community to meet community needs and to ensure that services are not duplicated.
- Prepared and maintained records and reports, such as budgets, financial records, personnel records, or training manuals.
- Assisted with proposal writing.
- Directed and planned activities of professional and technical staff members and volunteers.
- Implemented training programs for volunteers and staff.
- Evaluated the work of staff and volunteers to ensure that programs are of appropriate quality and that resources are used effectively.
- Established and oversaw administrative procedures to meet objectives set by boards of directors or senior management.

#### Director of Volunteer Services

**Delta Corporation - 2002 – 2003**

##### Key Deliverables:

- Jessup, Maryland Responsibilities include soliciting donations from community resources such as business and social clubs, providing patients with .
- Supervised program to recruit volunteers and refer them to local non-profit organizations; provided expert guidance to match each volunteers skill-.
- Developed, coordinated, and publicized volunteer fairs to encourage community involvement; planned and led presentations to motivate large groups of .
- Responsible for developing, implementing, and maintaining an exemplary volunteer program to supplementary workforce through the use of corporate, .
- Developed and managed new volunteer program to ensure inviting atmosphere and safety for Club members, staff and volunteers Grew volunteer base for .

# ROBERT SMITH

## Director of Volunteer Services

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

---

- Content Development- copywriting program materials for recruiting, training, and marketing, including manuals and program policies.
- Public Relations- coordinating community outreach and agency marketing efforts.

### EDUCATION

---

PhD in Project Management - 2010(Capella University - Minneapolis, MN)

