

Robert Smith

Director of Volunteer Services

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

PERSONAL STATEMENT

Office professional who goes above and beyond basic administrative tasks and takes on multiple projects at once. Excellent work ethic with extensive knowledge of administrative practices and customer service.

SKILLS

Microsoft Office,
Photoshop, Office
Equipment, Office
Applications, Pagemaker,
Graphic Design.

WORK EXPERIENCE

Director of Volunteer Services

ABC Corporation - April 2008 - October 2010

Responsibilities:

- Explained human resources policies and procedures to all volunteers.
- Conducted orientation for all volunteers.
- Answered volunteer questions during the orientation processes.
- Assessed volunteer performance and issued disciplinary notices.
- Managed over 800 volunteer personnel files according to policy and federal and state laws and regulations.
- Helped training and development staff with all aspects of training coordination.
- Designed new employee packages and sent them via mail and e-mail.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

Director of Volunteer Services

Delta Corporation - 2003 - 2008

Responsibilities:

- Explained human resources policies and procedures to all volunteers.
- Conducted orientation for all volunteers.
- Answered volunteer questions during the orientation processes.
- Assessed volunteer performance and issued disciplinary notices.
- Managed over 800 volunteer personnel files according to policy and federal and state law and regulations.
- Helped training and development staff with all aspects of training coordination.
- Designed new employee packages and sent them via mail and e-mail.

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Education

Diploma - 1999(Klamath Community College - Klamath Falls, OR)

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)