

# Robert Smith

## Director of Volunteer Services

Phone (123) 456 78 99

Email: [info@qwikresume.com](mailto:info@qwikresume.com)

Website : [www.qwikresume.com](http://www.qwikresume.com)

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

## SUMMARY

Experienced visionary leader with proven ability to energize others around organizational goals, drive team focused performance improvement, achieve outcomes, and formulate executable strategies to accomplish desired results.

## SKILLS

Lean Six Sigma, Green Belt, Certified Social Worker, Certified Instructor.

## WORK EXPERIENCE

### Director of Volunteer Services

ABC Corporation - 2004 - 2020

- Led all aspects of the organizations Volunteer Department.
- Partnered with a variety of hospital departments to develop systems that incorporate a volunteer workforce into department staffing models and workflow.
- Consulted with functional leaders to identify key process measures and associated goals to align volunteer involvement with key organizational initiatives.
- Worked collaboratively with organizational leadership; achieving strategic initiative outcomes across the system.
- Led Advance Care Planning strategic initiative for system-wide implementation.
- Managed a volunteer workforce of over 120 highly skilled volunteers.
- Responsible for monitoring program effectiveness through evaluation instruments leading to recommendations for program enhancement and improvements.

### Director of Volunteer Services

Delta Corporation - 1999 - 2004

- Led all aspects of the organizations Volunteer Department.
- Partnered with a variety of hospital departments to develop systems that incorporate a volunteer workforce into department staffing models and workflow.
- Consulted with functional leaders to identify key process measures and associated goals to align volunteer involvement with key organizational initiatives.
- Trained as Six Sigma Green Belt Provide leadership of the Gift Shop and Coffee Kiosk Volunteer Fundraiser Lead major Foundation Fundraising events in collaboration with community Board members.
- Worked collaboratively with organizational leadership; achieving strategic initiative outcomes across the system.
- Led Advance Care Planning strategic initiative for system-wide implementation.
- Managed a volunteer workforce of over 120 highly skilled volunteers.

## EDUCATION

Master of Science in Education - (University of Wisconsin-Stout - Menomonie, WI)