ROBERT SMITH

Education Consultant/Coordinator

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SUMMARY

Finance Professional with significant progressive experience in consumer finance working with clients and business partners performing financial analysis, developing recommendations based upon the analysis, and presenting the results. Proven track record of working with Senior Management of client companies supporting their financial needs by analyzing existing financial position and proposing necessary changes to optimize cash flow.

CORE COMPETENCIES

Microsoft Office, Procare Management system, Child Plus Management System.

PROFESSIONAL EXPERIENCE

Education Consultant/Coordinator
ABC Corporation - 2013 – 2016

Key Deliverables:

- Worked with charter school and businesses to assess, design and deliver business solutions.
- Focused on team building, strategic planning and diversity and inclusion.
- Developed, trained, implemented policies and work plans for Better Learning Community Academy Charter School, supporting the administrative team, library and operations.
- Launched culturally responsive Library programming.
- Developed and implemented tutoring programs to address literacy and math proficiency gaps.
- Researched, developed and implemented in-school behavior modification program to identify barriers to learning and improve academic proficiency.
- Researched and developed proposals for grants and promotional materials to further the mission of the school.

Education Consultant
ABC Corporation - 2012 – 2013

Key Deliverables:

- o Consult individuals, based on their experience and background by conducting individual interviews with potential students.
- o Met Daily and Monthly quotas and goals.
- o Manage student files and maintain tuition and enrollment procedures.
- o Manage relations with the PA Career Links and government agencies in Lackawanna, Luzerne, and Pike Counties as training partners.

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- o Work with state representatives, and individuals to help secure funding for students working with the WIA/TAA/NAFTA programs, along with Government GI Bill.
- o Recruit students at college and local career fairs.
- o Maintain appropriate follow-up communication with enrollments regarding status of their applications for admissions and financial aid with current lenders..

EDUCATION

MA in Human Resource Development - (Webster University - St. Louis, MO)

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