ROBERT SMITH

Asst. GED Instructor

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Nearly 10-years experience as professional Director/Coordinator. Ability to direct complex projects from concept to fully operational status. Goal-oriented individual with strong leadership capabilities. Organized, highly motivated, and detail-directed problem solver.

EXPERIENCE

Asst. GED Instructor

Mississippi Action For Community Education, Inc. (MACE) - JANUARY 2016 – 2019

- Develops and teaches adult students in Language Arts, Mathematics, Science, social Studies and Writing which prepare students for the GED Exams.
- Provides an effective learning environment for every student through well prepared classes, relevant assignments, clears records of student progress, and support of academic achievement.
- Monitors and assesses student performance and progress through lessons, assignments, and tests.
- Manages classroom behavior by establishing and enforcing rules and procedures.
- Maintains accurate and complete student attendance records and achievement progress.
- Experienced in teaching culturally and economically diverse adult students.
- Incorporated technology into the classroom.

GED Instructor

College Of Lake County - 2015 – 2016

- Prepare students to take the GED exam.
- Instruct 5 different subjects with emphasis in Math & English.
- Work with a diverse group of people who are at different stages of life.
- Improve retention possibilities throughout course for the College of Lake County.
- Prepare students with information to lead to a productive life.
- Teach the United States Constitution and administer the test.
- Improve students possible placement exam score to enter into college..

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EDUCATION

- Bachelor of Business Administration in Business Management - (Jackson State University - Jackson, MS)

SKILLS

Microsoft Office, Matlab, CAD, Leadership Development, Excel, HTML.