

ROBERT SMITH

Lead Coordinator I

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Seeking a Lead Coordinator position in a social service environment that will provide with the opportunity to implement training and experience and allow to make a meaningful contribution.

EXPERIENCE

Lead Coordinator I

ABC Corporation - SEPTEMBER 2009 - SEPTEMBER 2011

- Manages MHSS program.
- Trains and supervises coordinators and interns.
- Performs employee evaluations.
- Assists in developing Intern Training Guide.
- Performs QIC audits on client files.
- Manages program activities budget.
- Plans and implements MHSS group schedule and client centered facility activities (e.g., Spa days, annual Wellness events).

Lead Coordinator

Delta Corporation - 2007 - 2009

- Selected to travel to other Verizon Wireless call centers nationwide for new hire training and center .
- Created work schedules Ordered and received supplies for the store Opening manager In charge of completing customer orders.
- Coordinated and organized all aspects of a major lacrosse event to support the WWP Brought together teams, vendors, sponsors and referees Handled the .
- Coordinating all coworkers every Friday night fellowship.
- Leading worship and discussion Arranging transportations for participants Connecting with other associations.
- Transfer customer information from Excel spreadsheets to online databases at a 98% accuracy rate.
- Maintain online databases, ensuring Realtor information is up to date and accurate.

EDUCATION

- Masters of Social Work in Social Work - (San Jose State University - San Jose, CA)

SKILLS

Management, Organizing.