

# ROBERT SMITH

## Online Adjunct Faculty

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### SUMMARY

Over 25+ years of successful writing/publishing experience including: resumes, feature articles, newspaper journalism, novels, children's literature, academic research and essays, technical reports, business correspondence, poetry, etc. Paste-up and lay-out Editing copy for grammar, spelling, relevance, consistency, etc.

### SKILLS

Curriculum Design, Editing, Writing, Psychology Research, Teaching, Translation.

### WORK EXPERIENCE

#### Online Adjunct Faculty

ABC Corporation - July 2007 – 2020

- Facilitated Philosophy and World Religion Classes.
- Facilitated discussions with and between students.
- Created and set up classroom discussions and assignments for students.
- Addressed class issues and give productive feedback.
- Created a lesson plan for each class.
- Created an enjoyable educational online environment.
- Assisted students in fulfilling their educational goals.

#### Online Adjunct Faculty

Delta Corporation - 2005 – 2007

- Taught courses in medical terminology, health care & strategic management Graded weekly written/discussion assignments and provide timely feedback .
- Teach AcceleratedEd courses in Early Childhood Education in an online format Provide ongoing feedback to students through discussion posts, emails, .
- Create and facilitate online live lectures weekly.
- Course Taught Organizational Communication The role of communication in the effective management of formal organizations is studied.
- Contemporary communication theory, as well as a set of strategies and methods helpful in analyzing an organizations ability to communicate, are .
- Instructed online classroom business and education students in various courses at the university level.
- Course taught Human Resource Management Teaches students the concepts behind managing employee performance through human resource planning and .

## SCHOLASTICS

- Master Of Arts