

ROBERT SMITH

Online Adjunct Faculty

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Accomplished Executive Coach, Higher Education Administrator, and Instructor specializing in training and facilitation of organizational change and enrichment through leadership development, employee engagement and talent management. MBA with diverse experience, having worked with a Fortune 500 company, several private businesses and multiple higher educational institutions.

EXPERIENCE

Online Adjunct Faculty

ABC Corporation - MARCH 2013 - DECEMBER 2014

- Instructed 8-week courses for first-year, transfer, and non-traditional students in an online environment using Blackboard as the course delivery.
- Monitored and evaluated online courses to ensure that instructional best practices are maintained.
- Ensured that students receive timely and constructive feedback from instructors and provided instructors with constructive feedback.
- Supported and fulfilled the mission of the institution.
- Instructed on subject matters of general education and learning strategies Mentored students with educational and professional issues.
- Maintained effective relationships with students, faculty, staff, and external constituencies.
- Proven tracked record of 97% student retention.

Online Adjunct Faculty

Delta Corporation - 2009 - 2013

- Courses taught Business Communications The course provides students with skills for effective business communication from a global perspective.
- Business Writing Students create written business communications, applying writing techniques to produce professional documents and presentations.
- Intercultural Communications The course explores cultural patterns and issues that influence effective communication across cultures.
- Instructed online classroom business and education students in various courses at the university level.
- English, Communications, Business.
- Virtual Online Instructor for Human Growth and Development As Professor, I have been responsible for curriculum, syllabi, instruction and evaluation, .
- Attend monthly meetings with lead staff for growth and development of the college Design and implement new learning lessons on a

weekly basis, based .

EDUCATION

- GED

SKILLS

Microsoft Office, Google Docs, LMS, Captivate, Adobe, Management, Instructional Design, Curriculum Design, Curriculum Development, Educator, Customer Relations, Strategic Planning.