

Robert Smith

Online Adjunct Faculty

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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PERSONAL STATEMENT

Solid background in public education and in teaching graduate and undergraduate college students in the online environment. Skilled in conducting professional development trainings on classroom management techniques, the use of best instructional strategies in the classroom, school policy and procedure, school improvement, educational technology, and closing the achievement gap.

SKILLS

Blackboard, ECollege,
Moodle, Lesson Planning,
Leadership
Development,
Management, Training
& Development.

WORK EXPERIENCE

Online Adjunct Faculty

ABC Corporation - June 2010 - December 2010

Responsibilities:

- Teach courses as assigned by the Dean of Faculty up to the maximum number of contact hours allowed by current accreditation.
- Actively engaged in retention activities including documented communication with both students and administration regarding attendance and progress.
- Adhered to and publicly support University policies and procedures Attend scheduled program meetings, University in-service workshops, and college-wide faculty meetings.
- Managed special projects as formally assigned by the Dean of Faculty and/or Program Chair and provide assistance for the planning, development, and maintenance of the program curriculum.
- Worked with all departments as necessary to resolve student concerns.
- Provided annual documentation of continuing professional growth.
- Attended an online graduation ceremony.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Online Adjunct Faculty

Delta Corporation - 2005 - 2010

Responsibilities:

- Gained special recognition from the English Department Chair for creativity and effectiveness of online teaching pedagogy Taught English Composition.
- Maintains effective public relations with students, faculty, and staff.
- Performs related duties of distant learning instructor.
- Georgia Highlands College Department of Nursing Courses.
- 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.

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Master Of Science In Engineering