

# Robert Smith

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## Online Adjunct Faculty

### SUMMARY

Online Adjunct Faculty professional with more than 14 years of notable experience in education, training, instructional design, curriculum development, online curriculum design, and program management. Intuitive instructor and facilitator, including virtual platforms with solid work ethic, remarkable interpersonal skills, initiative and the ability to quickly, successfully adapt to change, learn new systems, and apply new information.

### SKILLS

Microsoft Office Skills, Teaching Skills.

### WORK EXPERIENCE

#### Online Adjunct Faculty

ABC Corporation - 2018 - 2020

- Used personal computer and telephone (eye and hand strain).
- Served as the primary contact for assigned doctoral students mentoring them through the program.
- Guided the doctoral student throughout the ADP process.
- Provided spiritual leadership and counseling to the doctoral student.
- Monitored doctoral students' overall academic progress throughout program
- Served as a mediator of communication between the department, doctoral student, and institution.
- Attended one on-site three-day residency.

#### Online Adjunct Faculty

Delta Corporation - 2008 - 2013

- Facilitating fully online 200 level Anatomy and Physiology courses.
- Facilitate courses in the Undergraduate School of Business and Management Courses include Leading Projects in Organizations Organizational Ethics .
- Stay current with all university policies and procedures.
- Teaching online graduate level courses in Organizational Development and Change.
- Teach online courses such as Financial Management and Decision Sciences (Research).
- 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, .

### EDUCATION

Master Of Education