Robert Smith

Associate Parent Liaison

CONTACT DETAILS

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PERSONAL STATEMENT

Passion is helping people achieve their potential through hands-on workshops, one-on-one training, and distance learning. In every step of career have provided leadership, guidance, and creating opportunities to help others improve their skills, knowledge, and engagement of the industry. With demonstrated leadership training and marketing skills.

WORK EXPERIENCE

Associate Parent Liaison

ABC Corporation - April 2000 – August 2001

Responsibilities:

- Developed and maintained a Parent Resource Center with relevant material and resources for parents to utilize at home with their child.
- Conducted, with the involvement of parents, an annual evaluation of content and effectiveness of parental involvement policy and compact in improving the academic quality of the school and identify barriersto greater participation of parents.
- Assisted parents in understanding how to monitor a child s progress and work with educators to improve the achievement of their child.
- Coordinated academic-based learning opportunities/ workshops for parents at flexible times to build parent s capacity to work with their child at home.
- Developed jointly with parents of all children served, school staff, and community a school- parent compact and school level parental involvement policy that outlines how parents, the entire school staff, and students will share the responsibility for improved academic achievement.
- Provided assistance to parents of all children served, as appropriate, in the understanding such topicsas the state s academic content standards, state and local academic assessments.
- Initiated and responded to parent phone calls, emails, and written correspondences related to Title Parent Involvement/Family Engagement within 48 hours.

Parent Liaison

Delta Corporation - 1998 – 2000

Responsibilities:

- Assisted parents both in English and Spanish with any issues, situations or problems they may have encountered during the students attendance at Warren Easton Fundamental Senior High School.
- Assisted Teachers and Administrators by making arrangements for parent conferences and taking their messages and setting up meetings.
- Sent letters to parents regarding situations that needed their immediate attention.
- Sent reminder letters to 1500 parents regarding any school activities or meetings.
- Was also the President of the Parent, Teacher, and Student Organization

SKILLS

Microsoft, Powerpoint, Customer Service, Filing, Office Management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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(PTSO).
- Arranged special projects for the parents and students during & after school.
- Also organized fund raisers for the school.

Education

Diploma - August 1979(Warren Easton Fundamental Senior High School)

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