ROBERT SMITH

Jr. Performance Coach

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SUMMARY

Administrative Assistant- Georgia Tech Science and Technology Center - adept at managing multiple projects with ease using expert time management methods. 2-years experience in high-level executive support roles. Organized and professional.

SKILLS

Audit, Warehouse Supervisor, Legal Research, Managment.

WORK EXPERIENCE

Jr. Performance Coach

ABC Corporation - September 2009 – January 2010

- Performed Coaching includes youth, division 1 & 2, adult fitness training for different age groups based on performing relevance.
- Reduced Learning Labs Transfer Rate from over 25% down to a low of only 8.6%.
- Report to senior management on team accomplishments, achievements and productivity.
- Made recommendations, forms and spreadsheets for management to improve efficiency/effectiveness.
- Created Maximize Tracking Sheet, and Warm Transfer and Issue Resolved desk drops, etc.
- Actively participated in hiring at job fairs by administering Typing Tests and PI Surveys and Pre-Screening.
- Organized Fun Events for 650+ employees including ramp up celebrations, Rock Star Client Promotion, Wacky Wednesday Fun Events, created Fun Calendar.

Performance Coach

Delta Corporation - 2005 – 2009

- Conducted sport specific workouts for athletes Maintained a strong clientele of top athletes in the area Used problem solving skills to perform .
- Plan, apply and teach training techniques that improved fitness levels, athletic performance, flexibility, balance, speed, strength and stability.
- Aided in clients nutritional habits and plans to ensure maximum performance.
- Earned promotion at GOAL High Performance Sports Specific Training after 4 months Skills Used Expertise understanding and efficient teaching in - .
- Help athletes reach their full potential through proper drills and techniques.
- promoted to position after 2 1/2 weeks) Helped train, mentor, and motivate fellow associates Audited fellow associates work processes to ensure .
- Monitor Advisors calls for quality flaws.

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SCHOLASTICS

- Bachelor of Arts in Business Administration - (Georgia State University - Atlanta, GA)

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