

## Proctor

# ROBERT SMITH

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## Objective

Dependable and responsible and a problem solver who readily adapts to change, works independently and an understanding in business priorities to which exceeds customers.

## Skills

Technical Skills, Management.

## Work Experience

### Proctor

**ABC Corporation** - May 2011 - October 2012

- Maintained academic integrity in a virtual environment for test-takers in higher education or professional testing.
- Reported any suspicious behavior to the correct institution with the proper compiled evidence.
- Provided a welcoming environment to test-takers by providing excellent customer service in order to reduce Accomplishments.
- Successfully intervened during exams that had a potential breach.
- Able to multitask in a fast-paced environment. Communicated effectively in writing and orally.
- Maintained the facility, Acted as a greeter to all who came in and out of the building Helped with preparation for events.
- Supervised and prevented academic dishonesty, Maintained exceptional customer service in a stressful environment.

### PROCTOR

**ABC Corporation** - 2008 - 2011

- My duties as a Proctor include interfacing with students who are taking online examinations over the web.
- Connect with a student via webcam, greet and welcome them, and explain the identity authentication process to them.
- This process includes generating and administering a personalized quiz to verify the students identity.
- Explain the rules of their specific school, describing the length of time provided for the examination, the number of breaks they will be allowed to take and what items are permitted in the room with them.
- Will then check their surroundings thru the webcam and monitor the student while they are taking the exam.
- Will provide technical support for the students and troubleshoot computer or webcam problems as they arise.
- Establish and maintain effective working relationships with both my coworkers and my students..

## Education

Associate of Arts in Social Science - August 2012(Las Positas College - Livermore, CA)