

## Program Instructor

# ROBERT SMITH

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## Objective

To obtain a position where skills and strong work ethic will benefit the growth and success of the organization.

## Skills

General Clerical Duties, Event Planning, Calendar Management, Budget Planning, SAS.

## Work Experience

### Program Instructor

#### Big Buddy Program - September 2014 - 2020

- Instructed youth in homework completion and enrichment activities outlined in the program design.
- Checked homework to ensure that it is complete to the teachers instructions and correct.
- Responsible for understanding this organizational challenge and creating an environment to overcome it.
- Maintained discipline and the general day-to-day organization of the afterschool program.
- Implemented the developed curriculum activities and additional practice assignments provided on the grade level.
- Followed the weekly schedule provided that outlines times for various activities.
- Coordinated youth on art enrichment days to ensure that each child participates in an art enrichment course.

### Program Instructor

#### Delta Corporation - 2009 - 2014

- Create and implement activities for the youth Assist in meal production Maintain positive and professional relationships with members.
- Coordinated three new recreation programs for resort guests.
- Attended department meetings and recorded notes and minutes.
- Worked with adults and children in recreation setting Organized and lead basic photography class.
- and February 2014 to Present (920) [] (Green Bay Paragons Site Phone Number) Working with disabled adults Doing activities with disabled adults .
- Worked at a Day Program with adults and children with developmental disabilities Obtained Cpr, First Aid, and Blood Bourne Pathogen certifications .
- This is Dummy Description data, Replace with job description relevant to your current role.

## Education

DC in Chiropractic - 2008(Life University - Marietta, GA)