

ROBERT SMITH

Sr. Program Instructor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Proactive, service-focused professional whose experience reflects superior business development, strong leadership skills, and a demonstrated commitment to organizational growth. Exceptionally organized and disciplined; possess well developed interpersonal skills and the ability to motivate and direct others in a supportive team environment. Seeking a challenging and innovative position that allows professional growth and development.

CORE COMPETENCIES

dedicated college graduate possessing a significant.

PROFESSIONAL EXPERIENCE

Sr. Program Instructor

Michigan State University Extension - June 2007 – 2020

Key Deliverables:

- Responsible for the oversight and delivery of health and nutrition programs.
- Provided a variety of community nutrition education services including lecture and screening programs designed to meet the needs of targeted audiences.
- Participated in curriculum development, including content improvement and initiatives along with budget preparation.
- Worked in collaboration with leadership and staff members on various duties including content development and design, instructor management, outreach and marketing, retention, and program assessment.
- Coordinated and facilitated program activities to the interests and goals of individuals in the program.
- Created facility and community based activity plans for small groups.
- Cultivated strong relationships and partnerships with local community agencies and organizations that address services needs of population at assigned sites.

Program Instructor

Delta Corporation - 2006 – 2007

Key Deliverables:

- Worked with adults and children with developmental disabilities Compiled daily charts on individuals to ensure that each one was healthy and happy.
- Participated in the summer camp and saturday recreation programs for children with developmental disabilities.
- Assited with any toileting needs Prepared and administered special diets and medications to the individuals.
- Working with ten clients ages varying from youth to adults, two were able to walk and the other seven in wheel chairs fit for their disability; .
- Program Instructor for people who have disabilities and social and emotional behavior.

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- Problems and other duties as required.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Bachelors of Science in Community Development - (Central Michigan University)