

ROBERT SMITH

Supervisory Program Specialist

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SUMMARY

To educate and bring awareness to preventative diseases, illnesses, and health problems in the community to its members. well prepared to guide and lead groups under a unified strategic vision while managing multiple tasks and priorities. Developed and applied advanced analytical and communication skills, including effective reporting to senior management in the strategic decision-making process.

SKILLS

Public Speaking, Grant Writing, Program Development, Patient Care, Microsoft Office, Advocacy, Marketing

WORK EXPERIENCE

Supervisory Program Specialist

ABC Corporation - September 1999 – Present

- Receive and determine the disposition of all office and financial correspondence. Update funds expenditure reports and ledgers while providing maintenance of all subscriber files.
- Complete and verify the status of all outstanding purchases, contacting customers and providing a delivery time of services.
- Handle incoming calls, greet and announce visitors, arrange and schedule conferences and appointments.
- Receive calls from outside jurisdictions requesting enforcement serve as a resource to other departments providing guidance and direction on policies and procedures.
- Maintain extensive knowledge of manuals, circulars, memorandum and bulletins that pertain to the administrative and clerical phase of the department.
- Track and document all administrative activities and requirements for the facility.
- Prepare letters to other jurisdictions acknowledging receipt of their child support case.

Program Specialist

ABC Corporation - January 1999 – September 1999

- Communicated with ten different program managers if discrepancies were discovered within applicant packages.
- Communicated with recruiters in the field to retrieve information regarding applicants status, policies, concerns, and inquiries.
- Make travel arrangements for supervisor and staff to include preparing travel order request, itineraries, hotel, car rental reservations, and submitting travel vouchers for payment.
- Support new product launches and the training delivery and certification process.
- Promote the safety of members, quality of programs and appearance of the club at all times.
- Interface with volunteers assigned to specific programs to ensure proper application.
- Plan, implement, facilitate, and supervise activities and events in a specific program area.

SCHOLASTICS

- Liberal Arts - (Chipola College - Marianna, FL)