

# ROBERT SMITH

## Jr. Recreational Leader

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Highly-skilled Student driven to fulfill the planned concept or desired results of each project. Adaptable and flexible team player able to cope well with obstacles and remain true to goals. Highly dependable and ready to work diligently. Full-time college student Concentration in Bachelors of art in English.

## EXPERIENCE

### Jr. Recreational Leader

#### ABC Corporation - 2000 - 2002

- Enforced rules and regulations of recreational facilities to maintain discipline and ensure safety.
- Managed the daily operations of recreational facilities.
- Administered first aid according to prescribed procedures, and notify emergency medical personnel when necessary.
- Organized, lead, and promote interest in recreational activities such as arts, crafts, sports, games, camping, and hobbies.
- Greeted new arrivals to activities, introducing them to other participants, explaining facility rules, and encouraging participation.
- Supervised and coordinate the work activities of personnel, such as training staff members and assigning work duties.
- Conferred with management to discuss and resolve participant complaints.

### Recreational Leader

#### ABC Corporation - 1997 - 2000

- Help sign kids up for camp and let them know when camp starts and they also have to wear sneakers.
- Made sure camp was clean and safe for kids to eat and play activities.
- Made the schedule for which activities we were playing for the day.
- Set up activities and played with them.
- Served breakfast, lunch and snack.
- Keep track of inventory, toys, and lunches.
- Took kids on field trips.

## EDUCATION

- Course Certification in Psychology For Peak Performance - 2010(Ashworth College - Norcross, GA)

## **SKILLS**

Proven Self- Starter, Self- Motivated, Energetic, Reliable, Data Entry.