

Resident Camp Counselor

ROBERT SMITH

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Objective

To obtain an entry-level job in the communications industry that will utilize my communication, creative, and organization skills. Coordinating work demands, triage and schedule appointments in a compassionate and normalizing manner. Maintaining confidential client counseling files and prepare files for daily needs; providing reporting and information to counselors to aid in providing services to students (per HIPAA and FERPA privacy).

Skills

Microsoft Word, Excel, PowerPoint Strong command of verbal & written communication
Teleprompter operations, video editing, Photoshop, social media operations, Office Machines.

Work Experience

Resident Camp Counselor

ABC Corporation - May 2012 - May 2012

- 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, led, and promoted 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.
- Explained principles, techniques, and safety procedures to participants in recreational activities, and demonstrate use of materials and equipment.
- Met with staff to discuss rules, regulations, and work-related challenges.

Resident Camp Counselor

Delta Corporation - 2007 - 2012

- Supervised counselors and campers in the unit.
- Aid and supervise counselors in unit.
- Prepare accurate error-free reports and correspondence.
- Responsible for scheduling nights out, rest duty, night .
- Company Industry Non-Profit Organization / Social Services / NGO Location Howell MI
Department Camp Duties and Responsibilities Supervise.
- Responsible for overseeing and maintaining a cabin of girls for one week intervals In charge of running various skills classes for up to 20 children.
- Provided security for eight to sixteen girls ages eight to fourteen.

Education

B.A. In Communications