

# Robert Smith

## After School Teacher II

### PERSONAL STATEMENT

15 years of experience as a School Teacher is seeking to obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

### WORK EXPERIENCE

#### **After School Teacher II**

**Campus Clubs - May 2008 - April 2017**

##### *Responsibilities:*

- Assist students with homework. Identify problem areas and work with each student to attain satisfactory work within the school system.
- Executed daily operations chosen for lesson plans.
- Planned activities that would stimulate growth in language, social and motor skills.
- Wrote, designed, and produced daily reports.
- Activities and skills included learning to listen to instructions, playing with others and using play equipment.
- Successfully handed various classrooms throughout the center including floating and transportation driving.
- Designed individualized curricula for academically underachieving students.

#### **Clinical Technician II**

**The Medical Center Of Central GA Childrens Hospital - March 2002 -**

**April 2008**

##### *Responsibilities:*

- Responsible for providing information such as directions, visiting hours, or patient status information to visitors or callers.
- Answer all patient calls by phone and using intercom systems to determine patients needs.
- Record patients medical history, vital statistics, or information such as test results in medical records.
- Interviewing patients to obtain medical information and measure their vital signs, weight, and height.
- Documenting or otherwise reporting observations of patient behavior, complaints, or physical symptoms to nurses.
- Preparing treatment rooms for patient examinations, keeping the rooms neat and clean. Cleaning and sterilizing instruments and disposing of contaminated supplies.
- Showing patients to examination rooms and preparing them for the physician. Helping physicians examine and treat patients, handing them instruments or materials.

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

CRM, Microsoft Office,  
Internet Research,  
Daybreak, Cashwise,  
Pipeline, And  
Blackboard.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)

## Education

Dental Hygiene - March 2012 to Present(Central Georgia Technical College - Macon, GA )  
Education - March 2008 to May 2012(Macon State College - Macon, GA )  
Diploma - 1994 to 1997(Central High School Macon - Macon, GA )